

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

Throughout this handbook the term "Staff" means all school employees, adult volunteers, and Board members; "Teacher" means all teachers including substitute and intern teachers; "Principal" means the Principal or his/her designee; "Building Administrator" means the Principal, Assistant Principal(s), and Athletic Director; and "Parent" means parents or legal guardian.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. Within these constraints, building administrators reserve the right to delete, add, or change items in the handbook as needed. Those alterations will be communicated to students and parents in a variety of methods. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 2017. If any of the policies or administrative guidelines referenced herein are revised after June 2017, the language in the most current policy or administrative guideline prevails. An updated version is maintained online, which contains corrections and modifications as needed.

ACADEMIC ELIGIBILITY

Student participation in co/extracurricular activities plays an important part in the development of self-concept, social skills and citizenship. The intent of the academic eligibility regulation is to encourage academic success as well as these aspects of social growth.

At the middle school level, it is expected that students maintain passing grades. If a student fails to improve his/her grade to passing within a week, he/she becomes ineligible for a minimum of one week. Eligibility begins on Mondays and runs through the following Sunday. A student who is failing two (2) or more classes is ineligible and excluded from participation in the designated activities.

If the student, within a reasonable amount of time, does not demonstrate improvement, the student may be excluded from participation in extra/co-curricular activities at any time and for any duration deemed appropriate, based upon the discretion of an administrator.

ANNOUNCEMENTS

Announcements are read every school day. Any student or teacher desiring an announcement read should fill out the announcement form in the office. All announcements require a faculty signature.

ATTENDANCE

The purpose of the Portage Public Schools is to help develop students who are prepared to begin their adult lives. Regular school attendance is basic to much of the success students attain from their programs. For each student, daily teaching, interactions of students with teachers and with other students, discussions, lectures, clarifications, explanations, audio-visuals, reports, etc., cannot be duplicated and constitute valid and crucial parts of coursework.

The Michigan School Code states that it is the responsibility of parents to see that their children between the ages of six and sixteen be in regular attendance at school. The Board expects that all students, regardless of age, should attend 100% of all scheduled instructional days.

Non-attendance other than approved administrative absences will be recorded in the administrative (cumulative) student record. Excused absences are limited to those verified by a parent. Parents are expected to excuse only those absences inclusive of personal illness, professional appointments, observances of sacred holidays, and other personal/family emergencies.

At all grade levels, school personnel will attempt to avoid scheduling major assignments, examinations, assemblies, field trips, auditions, and parent programs on the dates of holidays of major importance to various organized faiths.

Teachers are expected to maintain accurate, daily attendance records. When excessive absences occur, the school shall initiate communication with parents. If chronic attendance problems persist for a student under 16, a building administrator will contact the county attendance officer and/or juvenile authorities for further assistance.

It is expected that students attend school all day in order to participate in after-school or evening activities scheduled on that date.

Parent Responsibilities for Notification of Student Absence

It is the responsibility of the parents to ensure that the school is promptly notified when a student is absent. The building administrator shall communicate to parents the notification procedures to be used.

Make-Up Work

A student is expected to make up all missed assignments promptly and as determined by the teacher(s) upon a return from an absence(s). The parent may request homework for the student through the front office. Generally, the school requires 24 hour notice to provide students with a full set of assignments if they are to be collected by the office and sent home. The parents share responsibility to ensure that the student completes the assignments in a timely manner.

It is the student's responsibility to make arrangements with his/her teacher(s) upon the first day back in class to make up assignments missed. A student on suspension is required to make up all assignments missed, or their equivalent, as determined by each teacher.

In the event of an extended illness or other circumstances that result in considerable time lost from school, a maximum of ten days (from the date of return) will be granted for completion of make-up assignments. Exceptions must be approved by a building administrator.

Tardiness

Students are expected to arrive at school and follow their full assigned class schedules on time daily. All students are expected to be ready for instruction at the scheduled start of class daily. A student will be considered tardy upon arrival in the classroom after the scheduled start of class.

BICYCLES

Students who ride bikes to school should park them in the racks provided and LOCK them. No riding is allowed during the school day. Students should ride their bikes carefully to and from school observing the proper rules, including riding on the right hand side of the road. They may be ticketed by the local police for not following the proper rules of the road.

BUILDING OPENING AND CLOSING

Each school building has established opening and closing times, which are based on the length of the normal school day. Students are **not permitted** to be in the building at any other time and are expected to leave school grounds immediately at the end of the school day unless under the **direct supervision of a staff member or other qualified adult**.

BUILDINGS, EQUIPMENT AND BUSES

In cases involving "willful destruction" or damage to school property, the student or the student's parents will be assessed by the school district to recover losses.

BULLYING

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying regardless of the subject matter or motivation for such impermissible behavior.

Bullying behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification:

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new

hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation:

The District is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure:

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports:

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions:

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, 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 premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

BULLYING INTERVENTION

Students will be taught a 3 step response to harassment/bullying behavior including "Stop", "Walk", and "Talk".

- Ask them to: "**Stop** doing what they're doing "and use our school's stop signal.
- Then **Walk** away from the problem behavior.
- If the behavior doesn't stop, **Talk** to an adult.

The "Stop" command has a hand signal that will be taught to students. ***Planned practice and instruction on 3 step response will be provided for students and staff at the beginning of each quarter.***

Reporting/Talk

1. Report incident of Bullying to trusted adult.
 - a. In person
 - b. Online Bullying Report Form
 - c. Written Form
2. Report to police if situation imposes an immediate threat.

Bullying Intervention Options

1. Conflict Resolution (Counselor/ Behavioral Specialist/School Psychologist/Administration)
2. Bullying letter sent to perpetrator from administration.
3. Anonymous intervention protecting the reporters.
4. Consequences per code of conduct.

CLOSED CAMPUS

Middle school students are expected to remain on school property after their arrival in the morning and until dismissal at the end of the day. If they need to leave for any reason, they are required to check out with the main office.

CORRIDOR CONDUCT

Students are expected to proceed to and from classes at a safe pace that enables them to arrive in class on time. Students are not allowed in the halls other than during passing time without a corridor pass. Reckless behavior in the hallway is unacceptable. Students participating in horseplay will be corrected and may be disciplined. Presence in a hall during class time without a pass may result in disciplinary action. Bare or stocking feet are not permitted due to State Health Regulations.

ELECTRONIC COMMUNICATION DEVICES-STUDENTS

Students may be in possession of a cellular telephone, pager/beeper, or other electronic communications device subject to the terms of the administrative guidelines of the District. These devices must be off and stored out of sight within the building. Electronic devices shall not be used on school premises during instructional time, the passing time between classes or during the student's lunch period unless such use has been approved by the building staff or administration.

Any student in possession of a personal communication device shall have a valid Acceptable Use Form on file and follow the guidelines set forth in that document for cellular phone and messaging devices usage. In addition, students using communication devices will be expected to respect the privacy of others and refrain from use that would tarnish Portage Public Schools reputation.

The administration shall promulgate rules to enforce the administrative guidelines in the Code of Student Conduct.

FAMILY RIGHTS AND PRIVACY ACT

The Educational Rights and Privacy Act of 1974 require school districts to make available to parents and students the contents of student records maintained by the school.

Although the law became effective November 21, 1974, it has required little, if any, change in the Portage Public Schools where records have generally been available to parents and students for the past several years.

However, a procedure has been established and parents who are interested in examining their children's records should contact the building principal where the child attends to make arrangements for the examination. If, after examination, the parent (or student who has reached the Age of Majority) concludes that the file is in error or in any way disagrees with the contents, they are afforded the opportunity to challenge the records. Further, a due process hearing is afforded, if desired. Those who examine the records and conclude that they would like a copy will be able to obtain one from the school at a nominal fee.

In addition to providing the student and parent the right of access, the Educational Rights and Privacy Act of 1974 restricts the availability of a student's records to the student, the student's parents, and those staff members who are working with the student, i.e. teacher, counselor, principal.

Data that can be given from the student record without consent to persons other than those mentioned above are name, address, telephone number, date and place of birth, major field of study, activities and sports, dates of attendance, degrees, and awards, and institutions previously attended. Student pictures and identifying names will be printed in the school annual and school papers and given to the local news media on those occasions that warrant it. Any eligible student, or the parents of students under 18 years of age, may request in writing to the Superintendent of Schools that his or her picture or directory information not be made available to legitimate sources, nor be published in school publications. The absence of such a letter on file constitutes approval for release.

When a family moves from the Portage School District to another school district, the Portage Public Schools will forward upon request of the receiving institution, the records of the student without prior approval of the student or parent, unless a letter is on file to the contrary.

In some instances the information can be released to State and Federal agencies. However, in all other cases the parent or guardian (or student if he has attained the Age of Majority) must sign a consent form which would authorize the school to release the information.

The official administrative student records contain such information as the record of academic work completed, level of achievement, intelligence and achievement test scores, attendance date, teacher or counselor ratings, etc.

FIRE, DISASTER AND LOCKDOWN DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lockdown drills and consists of a constant sound.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lockdown is different from the alarm system for fires and tornadoes and consists of notification by PA.

GRADING

REPORTING

At the end of each marking period, a progress report or report card will be printed and shared with parents.

Scholastic Grade Determination

The teacher will assign for any given piece of work a numerical value for the purpose of assessing student performance on that work. Rubrics should be used for larger pieces of work. Each student's individual scores will be recorded in the teacher's class

record. The teacher's academic record may include categories that are weighted for the purpose of assigning value and held in common with identical courses throughout the District. The scores representing the maximum level of achievement expected are also to be recorded.

Sufficient assignments must be given during each nine (9) week marking period so that a true picture of a student's achievement is obtained. There should be at least one (1) mark per week, unless exceptions are authorized by the building principal.

Marking Period Grading

At the end of a nine (9) week period, a grade will be assigned to the student using the points and weighting as recorded in the Skyward student information system.

Student scores that result in .05 or higher should be rounded up. The following percentage scale applies.

<u>Range of Scores</u>	<u>Grade</u>
100 - 91.5	A
91.4 - 89.5	A-
89.4 - 87.5	B+
87.4 - 81.5	B
81.4 - 79.5	B-
79.4 - 77.5	C+
77.4 - 71.5	C
71.4 - 69.5	C-
69.4 - 67.5	D+
67.4 - 61.5	D
61.4 - 59.5	D-
59.4 - 0	E

Grades will be rounded up only to the tenth place during this calculation. Students will only earn a passing grade for a marketing period if they achieve at or above 59.5%

Semester Grading

Semester grades are determined by averaging the two (2) marking period grades and using the same grading scale at the marking period grade scale.

ATYP and High School Courses Taken in Middle School

Students attending off-campus courses through the ATYP program are subject to the grading practices of that institution. A grade achieved in an off-campus course is forwarded to the appropriate Portage middle school and becomes a part of the student's permanent school record. The grade is not calculated into the high school GPA. These courses taken during middle school years can be eligible to satisfy high school graduation requirements, but do not count for the number of credits required for graduation. Courses taken in middle school for high school credit shall be placed on the student's official transcript with a grade that does not impact the high school GPA.

Citizenship

In addition to a scholarship grade, teachers are expected to mark citizenship and class absences on report cards. Citizenship is indicated using Outstanding (O), Satisfactory (S), Needs Improvement (N), and Unsatisfactory (U) ratings. Classroom absences are the total times absent for a student during a marking period regardless of the reason. These absences may vary from class to class because of early dismissals, late arrivals, field trips, student council meetings and other types of absences.

Homework

Homework is to be considered preparation for daily work. The amount of category weighting for homework is determined by the department for each course.

All written work which is marked is to be returned to the student so that there is an awareness of how s/he stands. It is expected that the score for the maximum level of achievement expected for each assignment be given also, thus giving a means of comparing his/her work with the total score possible.

Make-Up Work

It is the responsibility of students to make arrangements upon the first day back to class after an absence regarding assignments missed during a period of absence. A student's make-up work may not be due any earlier than the day after a student returns to class, unless the student's first day of absence occurs on a date on which a graded assessment (e.g. test, quiz, project, presentation, report, oral exam, etc.) had been previously scheduled or unless the absence was a pre-arranged absence, including pre-arranged excused (E), administrative (D), or non-totaling (N) absences. In these cases, a student's work is due on the first day of return.

In addition, certain long-term graded assessments may have non-negotiable due dates. The inclusion of any non-negotiable due dates will be noted in the class syllabus and students will be given sufficient advance notice of the specific due dates.

Arrangements to make up work should be granted with consideration of the reasons for and the length of the period of absence. Parents or guardians share responsibility to ensure that students complete the make-up assignments in a timely fashion. Students with absences should communicate directly with their teachers via phone or email to obtain missing assignments.

A student on suspension is required to make up all missed assignments or their equivalent as determined by each of the student's teachers. The building principal may require a suspended student to complete the work while serving suspension. If this is not the case, it is the student's responsibility to make arrangements with each of his/her teachers to make up work upon the first day back to class. Failure to do so, or failure to complete the assignments within the time frame designated by the student's teacher(s), will result in loss of credit for the work. When the disciplinary action is related to truancy, the opportunity for make-up credit may be denied.

Use of "Incomplete"

If a student for extenuating and excusable circumstances fails to complete assignments required for a grading period, a teacher should mark the student's report card with an "I" (Incomplete). Students should make arrangements with their teacher to complete missing work within a reasonable amount of time, as determined by the teacher, not to exceed six (6) weeks. Work that has not been made up within the determined time frame following the issuance of the report card during the school year

or extending into the summer vacation break if necessary will automatically be recorded as "O" (Zero). A zero is always an "E" letter grade. Teachers are responsible for changing the temporary grade of "I" to the appropriate official final grade for the marking period or semester.

Special Considerations

In special consideration of students of a low academic ability who are putting forth full effort but still failing, an "effort" grade of D may be granted. The adjustment to a D should not exceed twenty percent (20%) of the points for the marking period. The final semester grade given is to be no higher than a D.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the office of the Assistant Superintendent of Instruction and Assessment. The District will provide homebound service only for those confined to the home for the duration of at least five (5) consecutive days.

Applications for individual instruction shall be made by a parent or guardian. A physician or certified physician's assistant directly responsible for the care of the student must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

Pupils who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services. While receiving homebound services it is understood that the child is also unable to participate in athletics, dances, part-time employment or any other school activities. If the child is able to participate in such activities; it is reasonable to expect him/her to attend school.

HOMEROOM

All students entering the middle school at the beginning of the year are assigned to a homeroom for the purpose of completing personal information forms. In some schools, students continue to meet on a regular basis throughout the year as a "homeroom" in order to receive assistance or direction from a teacher regarding school related matters, such as distribution of report cards, locker checks, etc.

LOCKERS

Lockers remain the property of the school district and students are permitted to use them without charge. At the same time, students are reminded that they are responsible for the condition of their locker (inside and out). Assigned lockers must be kept reasonably clean. The school may assess a charge when damage has occurred to a locker. Lockers are school property and subject to search at any time.

Students are to keep their lockers LOCKED at all times. Students are not to share lockers or locker combinations or keys with friends.

Locker "popping" (not using combination to open lock) is prohibited.

LOST AND FOUND

The office is the "Lost and Found" headquarters. Do not bring large sums of money to school, valuable or sentimental items; but if it is absolutely necessary, students should leave it in the office for safekeeping.

LUNCH

National School Lunch Program

The National School Lunch Program is a federally funded program providing nutritionally balanced lunches to children each school day. Schools that participate in the program receive financial assistance and donated USDA foods for each meal they serve. In return they must serve meals that meet federal nutrition requirements and must offer free or reduced price lunches to eligible children. Portage Public Schools encourages participation in your school's Lunch Program to promote healthy eating habits, as well as improve student achievement and overall wellness.

School Breakfast Program

The School Breakfast Program is a federally funded program. Financial assistance is given to schools for each breakfast served to children, which meets the USDA breakfast meal pattern requirements. Portage Public Schools encourages participation in your school's Breakfast Program. A variety of cold breakfast meal combinations are available for the students to purchase each morning. Breakfast is served daily from 7:15 – 7:45 a.m. (CMS grab and go breakfast is served from 8:35 – 8:45 am each day)

Menu Planning

The Director of Dining Services plans breakfast and lunch menus based on availability of products and student preferences. Input for these menus is received from many sources including students, parents, food service staff, school staff and other school districts. All menus are planned to meet the Meal Pattern Requirements established by the USDA. Menus can be found on the district website at portageps.org/Departments/FoodGroup then follow the link to menus. You may also go directly to the monthly menu on the district's Nutrislice website at <http://portageps.nutrislice.com>.

Payments

Lunch money is tracked in the cafe using a computerized Point of Sale system (POS) that provides more accuracy in accounting for student's balances and lunch choices. This system enables parents to receive a print out of their child's account history if requested. When you send a payment for your child's lunch, it will show as a dollar amount of credit, just like a bank account. When your child eats lunch and/or breakfast, the dollar amount of the meal and any ala carte items will be deducted from their account balance, similar to a debit card. Money deposited into your child's account can be used for breakfast, lunch, extra entrees, extra sides, bottled beverages and ala carte snacks. Student's whose accounts are in the negative will not be allowed to purchase any extra ala carte food items until their negative balance has been paid in full. One carton of milk is included in the price of each breakfast and lunch.

We encourage parents to prepay meals for their children. Meals may be paid for by the month, week or day. Prepayments are accepted by credit/debit card, check, money order, or cash and can be for any denomination. Payments by credit/debit card can be made at www.sendmoneytoschool.com. The district accepts Visa, MasterCard, Discover and American Express. There is a \$1.00 convenience fee charged to your card when placing money in your children's account. Payments made through the SendMoneyToSchool.com website will typically post to your child's account within an hour.

When making payments by check, all checks must be made payable to PORTAGE PUBLIC SCHOOLS – not to the building name. Please make sure to include your child's student ID number on all forms of payment. Payments returned for Non-

Sufficient Funds in your bank account will be charged a \$25 service fee. Counter/starter checks and checks drawn off of a business account cannot be accepted for student meals.

When your child pays with a check, they will not be allowed to receive cash back. Checks will be deposited to your child's account for the full amount for which they are written. Money can be deposited in the morning in the buildings designated drop box. Students can also deposit money during the breakfast or lunch periods directly with the cashiers at the register.

Student Balances

All positive balances, will remain on your child's account at the end of the school year and follow them to their next grade level and/or new school building. This includes transfers between the high schools, middle schools and elementary buildings. Parents may request a refund if moving out of the district or have recent meal benefit eligibility changes. All refund requests must be made in writing to the district food service office at 8107 Mustang Dr., Portage, MI 49002 and should include the student's full name, ID number, school they attended and a current mailing address. Refunds will be processed and mailed to the address in the request within 30 business days. Senior balances at the end of the school year will be transferred to a sibling in the district first. If there are no siblings in the district, then any money over \$5 will be automatically refunded to the parent near the end of June.

Negative balance notices will be sent home for meals that have been charged into the negative 3 times during the school year. You may sign up to have a low balance e-mail notice sent directly to you when your child's account is low. Please contact your building food service staff or the food service office in the administration building to sign up. Alerts will be sent when your child's balance falls below \$5 each day until the balance is brought up over the \$5 threshold. If you do not wish to have daily email alerts, then you may log onto www.sendmoneytoschool.com and set up your own alert.

Parents may view balance and transaction information, account history, place purchasing restrictions, set up low balance email alerts, make credit/debit card payments and transfer balances between students' accounts on our www.sendmoneytoschool.com website. The account information on this website is real time and reflects current account information. If you do not have internet access, you may contact the school cafe to receive a printout of the information.

Meal Charge Policy

Middle and High School students are allowed to charge 2 meals into the negative. After the second meal, no additional meals will be provided until the negative balance is paid. Ala carte beverages or snacks are never allowed to be charged into the negative.

Negative Balance Policy

Negative balances are required by law to be paid to the Food Service Department by the end of each school year. At the end of the year all outstanding negative balances will be forwarded to the district Business Office to begin collection proceedings.

Free and Reduced Meal Benefits

Families who feel they may be eligible for the Free & Reduced Meal Benefit Program are required to apply at the beginning of each new school year. Meal Benefit applications can be completed through the website www.lunchapp.com or paper versions are available at any school office and the district

food service office. Online applications go immediately into our POS system and are the most timely and private way to have your child's meal benefits approved.

If your child has been approved for free or reduced price meals, your status will automatically be updated in the POS computer. Meal benefits are applied on the date and exact time the application is processed in the computer. Once the application has been processed, your meal benefit level will automatically be posted to your child's account. Please note that until your meal benefit application is processed, you are financially responsible for any meals consumed by your child. The district does have up to 10 days to process meal benefit applications from the date that they are received in our office. The meal benefit program is a completely confidential program. Your child's classmates will not know if your family is a recipient of this benefit. If you have not received an email or a letter in the mail regarding your eligibility status, you should contact the food service office.

When filling out a paper application, one application is needed per family, regardless of how many children you have in the Portage Public Schools system or how many different buildings your children attend.

If your family qualified for free or reduced meal benefits in the previous year, your children will automatically receive those same benefits for the first 30 school days of the new school year. YOU MUST REAPPLY for the program each year in order to continue receiving benefits. You may apply at any time during the school year. Applications can be completed online at www.lunchapp.com or paper versions are available at any school office, the district food service office, or on the district's website.

NON-DISCRIMINATION

The Portage Public Schools Board of Education has affirmed that "...no person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity..." and, therefore, encourage students to take courses based on their interest, potentials, and abilities rather than past stereotyping cast upon them due to gender.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that a school staff person present is only in a supervisory capacity and is not actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Under the General School Laws of the State of Michigan, #380.1316, the existence of/or membership in a public school sorority, fraternity, or secret society is prohibited.

PROPERTY - Personal

Portage Public Schools strongly discourages students from bringing expensive personal property or items of great sentimental value to school. If they are brought to school, the district cannot be held responsible for theft or damage of said items. Students are expected to respect the property of others (students, staff and visitors).

Upon school administration's approval mopeds, hover boards, , and other motorized vehicles are permitted (proper state license required when applicable).

PROPERTY - School

Wrongful Removal or Malicious Destruction of School Property:

Any individual responsible for the wrongful removal or malicious destruction of school property, including loss of or damage to books and materials, shall reimburse the District for the full cost of the damage.

The Board authorizes the Superintendent to offer, at his/her discretion, a reasonable cash reward for information leading to the apprehension of any person who wrongfully removes or maliciously destroys property of the District. The Superintendent shall report any reward offer to the Board at its next regular meeting.

Any student who wrongfully removes or maliciously destroys property of the District shall reimburse the District the amount of any reward that has been authorized and paid by the Board along with the amount of actual damages or restitution. If the responsible individual fails to make such payment voluntarily, a civil action for damages may be approved by the Board.

RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the District shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:
FERPA@ED.Gov; and
PPRA@ED.Gov.

REPORT CARDS

Students will receive a scholastic grade and citizenship record for each class one-week after the end of each nine-week marking period. The student is responsible for delivering this card to parents.

Scholastic Grades

The scholastic grades, A, B, C, D, are passing and E denotes failure. An Incomplete (I) must be made up not later than six (6) weeks after distribution of report cards, or it automatically becomes an "E" (failing) grade.

Citizenship

Citizenship on the report card is based on student performance in categories - such as:

1. Trustworthiness
2. Respect
3. Responsibility
5. Fairness
6. Caring
7. Citizenship

SALES IN SCHOOL

Students are not permitted to sell any items in school (candy, cookies, gum, etc.) except as a member of an approved school group. Sales or solicitation by school sponsored groups are permitted only when given prior permission by the principal.

SORORITY, FRATERNITY, OR SECRET SOCIETY

Under the General School Laws of the State of Michigan, #380.1316, the existence of or membership in a public school sorority, fraternity, or secret society is prohibited.

STUDENT RIGHTS AND RESPONSIBILITIES

Freedom of Speech

The Board recognizes and values individuals' rights. Therefore students shall be permitted to express their personal convictions in school so long as their comments or actions do not convey disrespectful, profane, vulgar, slanderous, libelous or false intent. The school and the staff reserve the right to control the time and the place where students can voice their personal convictions.

Students who wish to use public address systems must have approval of a building administrator.

Freedom to Assemble

Students will be permitted to use school facilities to gather for those functions sponsored by the school so long as proper faculty supervision is present. When students assemble for purposes that are not sponsored by the school, one or more of the organizers of such gathering must receive prior written permission from the building administrator. Board policies and administrative

guidelines that apply must be followed by those using District facilities.

Freedom to Publish and Distribute

Each school may designate school publications through which student opinion and news may be published. A building administrator shall not approve copy containing vulgar, profane, libelous and slanderous wording or false information.

Persons who wish to distribute material through means other than school publications shall request permission from a building administrator. The building administrator's decision shall be based upon factors such as content, vocabulary, and the intent of the writer. Such material must be signed by at least one person who is responsible for the content, and shall not be sold on school property except as a part of a school-sponsored activity.

Posters and other materials advertising an event or activity shall be approved by a building administrator and placed only in approved locations.

Student Searches

Given reasonable suspicion, school authorities may search a student, backpacks, purses, coats, lockers, automobiles and other possessions. An administrator may seize any illegal, unauthorized, or contraband materials discovered in the search. *Unauthorized* means any item dangerous to the health or safety of students or District personnel or disruptive of the function, mission or process of the school, or any item described as unauthorized in district administrative guidelines. A student's failure to permit searches and seizures shall be grounds for disciplinary action.

The District also has the right to enlist the aid of an outside agency equipped with detection equipment and/or detection canines.

TEACHER INTERNS

The past several years Portage has had teacher interns from area colleges and universities. Teacher interns have the same responsibility and authority as a faculty member.

TELEPHONE

Office phones are not available except in emergencies. Students are not permitted to use the phone during class periods without a pass from a teacher. Refer to Electronic Communication Devices – Students for administrative guidelines on cellular phones.

TEXTBOOKS AND OTHER SCHOOL MATERIALS

Textbooks, CD's, assignment notebook and other materials are issued by the school for student use. Some of these may be issued for long periods of time while others may be checked out overnight from classroom teachers. Students are expected to care for any school materials issued to them and to return these materials in reusable condition. Students will be expected to pay the replacement cost for materials lost or damaged. Lesser charges may also be made for items returned which show damage in excess of normal use.

VISITORS

Students are not allowed to bring visitors to school. All adults visiting the school, for any reason, are required to check in at the main office. Visitors are to wear an issued visitor badge/tag for duration of visit so as to be easily identified. For student safety, we may require that parent visitors be escorted when in our school buildings.

WALKING TO SCHOOL

Students who walk to school are encouraged to follow good safety rules, including walking on the sidewalk or facing traffic along the shoulder of the road. Students must be off the paved roadway and walk no more than two abreast. Students should respect people's property and not cut through yards.

SCHOOL FACILITIES AND SERVICES

CAFETERIA

Students are expected to cooperate in the cafeteria by observing the following expectations:

All lunches are to be eaten in the cafeteria. No food is allowed in the halls.

1. Tables should be left as neat as possible. Spillage will be cleaned up by the student(s) involved. Throw all trash in the trash barrels.
2. Smashing milk cartons, banging silverware, popping bags, throwing food or other objects, and other attention getting behavior is not permitted. Students are expected to remain in line where they entered (no cutting in line).
3. Students may be assigned seats if they cannot follow the cafeteria rules.
4. Students are to buy food items that will be consumed by themselves and are not permitted to make purchases for other students.
5. Individual tables are dismissed by lunchroom supervisor or by administration's planned procedures.

Students who violate cafeteria rules may be required to serve as cleanup helpers, assigned detention(s), and/or lose their cafeteria privileges.

HEALTH ROOM SERVICES

Minimal health services are offered to students in the Counseling Office. Simple first aid treatment is given when needed. If a student becomes ill at school, the Counseling office staff will contact parents to make arrangements to transport a student home. No student is sent home without the permission of a parent, guardian or authorized contact person.

Students should go to their assigned class first and then obtain a pass to the Counseling office for health services.

MEDIA CENTER

The media center supports the literature and reading needs of the curriculum as well as promotes independent reading with the goal of producing lifelong readers. The media center provides a variety of materials in print and electronic formats which supplement and enrich the school curriculum. Students may use the media center daily before school, and after school under the direct supervision of staff. Students may visit the media center at other times with a teacher's permission. Most print materials may be checked out from the media center with student ID. There is a \$5 replacement fee for lost student ID. A due date is stamped in each book and it is the student's responsibility to know when the book is due. A fine of 10¢ per item per day is charged for overdue materials. Students with overdue materials or unpaid fines will not be allowed to check out additional materials.

MEDICATION

****Please note:** Due to changes in District Policy, procedures related to medication will be changing for the 17-18 school year.

These changes will be published and communicated to parents and students at the beginning of the 17-18 school year.

1. Authorization
Authorization to the school for the administration of medication by school personnel shall be in writing and shall be signed by the parents on a form furnished by the school. In addition, authorization shall include a written statement from the prescribing doctor stating the student's name, date of prescription, name of medication, dosage and frequency taken (including the date or time when medication shall be terminated) together with any special instructions.
2. Preparation of Medicine
The medication shall be delivered to the school in such form as necessary for its administration without any further preparation. All medication shall be in a suitable container and shall bear the pharmacist's label giving the name of the medication, instructions for administration of the medication and the name and phone number of the pharmacy.
3. Administration
When the student and the medication have been properly identified, it shall be administered and recorded by a building administrator, teacher, or other school employee designated by the building administrator. All medication must be administered in the presence of an adult witness. It is illegal for students to share prescription drugs.
4. Security
All medication shall be kept under such security as the District shall determine necessary.
5. Medication Supply
It shall be the responsibility of the person authorizing the medication to provide the school with such medication as shall be from time to time required without the prior request of the school. Unless the authorization shall otherwise expressly provide, the administration of the medication shall cease at the end of thirty calendar days.
6. Records
The building administrator's office shall maintain a list of students needing medication during school hours including type of medication, when given, and the dosage.
7. Over the Counter Medicines
Under no circumstances will school personnel provide aspirin or other patent medicines or nostrum to students.
8. Asthma Inhalers/Epi-pens
Students, with appropriate written permission from physician/parent, may possess and use to alleviate asthmatic/allergic symptoms.

PAY TO PARTICIPATE

The Pay-to-Participate program is for students at the middle and high school levels (grades 6-12) participating in extracurricular activities. It encompasses varsity athletics, all intramural sports, as well as certain clubs and other extra-curricular activities, such as musical productions, play productions, debate and forensics – except when students are participating in these activities as a class

POOL

Each middle school has a swimming pool for instructional and recreational purposes. To ensure the safety of all students, the following rules are in effect:

1. NO ONE is permitted in the pool area unless there is a certified lifeguard on duty. The person in charge of the group must be in the poolroom at all times when swimmers are in the room. In case of emergency, the supervisor may

send for assistance, but is instructed not to leave while others are there.

2. A bathing suit is required - no exceptions. The wearing of swimming suits outside of the pool area is not permitted.
3. THERE WILL BE:
 - No shoes in the shower room or pool area.
 - No smoking in locker rooms, showers, pool area, or balcony.
 - No makeup, hairpins or clips, or jewelry in the pool area.
 - No running, playing tag, pushing, dunking, or roughhousing in the pool area
 - No artificial flotation devices such as bubbles, fins, masks, snorkels, rafts, and the like during recreational swims.
 - No diving or jumping into the water in front of the diving board from the sides of the pool
 - No swimming under the diving board.
4. Only one person is allowed on the diving board at a time.
5. No diving is permitted in shallow water unless during an instructional situation.
6. Starting platforms are "off limits" to recreational swimmers.
7. All spectators must sit in the balcony.
8. No glass objects of any type or contact lenses are permitted in the pool area.
9. No food, drink, or gum is allowed in the pool area.
10. Students with a communicable disease or skin infection are not allowed in the pool.
11. Students are responsible for their valuables.
12. Enforcement of the above rules is the lifeguard's responsibility. Failure to comply with the lifeguard's directives will result in exclusion from the pool.

REGISTERED SEX OFFENDERS

Parents/guardians/and others who are listed on the Sexual Offenders Registry may only drop off and pick up their own children or, as otherwise specified in court documents without violation of the Attorney General's ruling. Specific individual cases may further limit access to school property.

Those individuals who have been identified on the registry will not be allowed to attend any events on any school property, unless specific arrangements are made with the building administration, such as, in the case of parent/teacher conferences. Please be aware that any individual identified on the Sexual Offenders Registry will not be allowed to attend classroom parties, musical events, field trips, open house or any activity in which students are present and as defined in the written decision.

In accordance with our student safety precautions and this law, any and all parents, guardians and daycare providers who pick up students, must sign in at the office and students will be called down from their classrooms for the dismissal.

SPECIAL EDUCATION

Students are enrolled in specialized programs for various disabilities or impairments when qualified according to the Michigan Special Education Rules and Regulations. Services to be provided are specified at an Individualized Educational Planning Committee meeting and generally include a combination of regular and special classes.

Students who are suspected of qualifying for such services are generally referred by the classroom teacher, principal, other professional staff members, or parents. More information can be obtained by calling the school principal.

STUDENT SERVICES

The Counseling Office is staffed with professional educators with specialized training in counseling and related guidance services.

It is the aim of the counselor to help students to discover and develop their potential and to cope with everyday challenges through rational decision-making. Meaningful information about the student is interpreted to the student, to the parents, to teachers and to others who are professionally concerned in a strictly confidential relationship and atmosphere.

Some of the services available to students that are available include: class selections, occupations, education planning, helping students make the transition from one school level to another, and making referrals to specialists and community agencies for services beyond those which the school can offer.

TRANSPORTATION

The Portage Public Schools provides transportation for eligible students in grades Young Fives, Kindergarten through Twelve, and to and from the Curious Kids Child Care Program. A complete copy of the State of Michigan, Public Act 187 of 1990, the Pupil Transportation Act, is available for review in the Transportation Office or from the State of Michigan:

- Middle and Senior High School pupils may be expected to walk up to a mile and a half (1 ½) to board a bus and up to a mile and a half (1-1/2) to school, whenever appropriate walkways and traffic signs are available.

Since school bus transportation is provided only for certain eligible students, it shall be considered a PRIVILEGE to be enjoyed only as long as the students accept responsibility for their own personal conduct and carefully follow all rules and administrative guidelines. Most school bus riders other than certain children with special needs, as designated by an IEP, may find it necessary to walk some distance to the designated bus stop.

When appropriate, a Transportation Advisory Committee shall review special transportation requests regarding bus stops and routes, evaluate the circumstances and make a final decision. The committee shall be composed of the manager of transportation, a law enforcement representative, and a parent/community representative. Such requests must be in writing and sent to the Transportation Manager. The request should include detailed information describing the situation and the desired remedy, whenever possible. If circumstances change, special requests may be reevaluated.

Portage Public Schools is concerned about the safety and security of all students. Therefore, any changes to the scheduled transportation for a student can only be made with **written authorization 24 hours in advance** from the parent/guardian. All change requests should be directed to your student's home school office.

Call the Transportation Department in advance to verify seating availability. Bus capacity and assignments may limit changes. Unfortunately, we cannot guarantee that extra groups will have adequate seating for scout meetings, birthday parties, etc.

A handbook that outlines Portage Public Schools transportation rules and administrative guidelines will be distributed to all eligible families. The handbook outlines responsibilities of the student, the parent, the bus driver and the District.

WORK PERMITS

Work permits are required of all persons under 18 years of age in order to work. These papers are secured from the Counseling Office. **YOU MUST HAVE A JOB BEFORE APPLYING FOR A WORK PERMIT.** Obtain an "Offer of Employment" slip from your employer, or the office, and have the employer fill it out.

The filled out "Offer of Employment" form and your birth certificate must be brought to the office, and the work permit will be made out for you.

CODE OF STUDENT CONDUCT

Middle School Level Summary

The primary purpose of the school is teaching and learning. In order to protect each student's right to the fullest educational opportunity available in the school system, rules and administrative guidelines governing student conduct and discipline have been developed. It is the purpose of the Code of Student Conduct to outline those standards of behavior which, if violated, will lead to some form of disciplinary action -- up to and/or including expulsion from school.

Provisions of the Code of Student Conduct are in effect during all daily classroom and/or building programs, including all field trips, out-of-state or international trips, extra-/co-curricular activities, and other activities that are school-sponsored or school-related.

One of the most important responsibilities of a Portage student is to broaden himself/herself and to develop strength of character and ongoing sound physical health. Participation in extra co-curricular activities (i.e. athletics, debate, musical programs, etc.) is a privilege that allows students additional opportunities to grow physically, socially and emotionally toward adulthood. It is expected that students attend school all day in order to participate in after-school or evening activities scheduled on that date.

The following is a list of unacceptable student behaviors and the consequences that will result for any student, regardless of age, who is under the jurisdiction of the schools. The list is offered as an example of categories of misbehavior to provide clarification for students, and it is not intended to be all-inclusive.

A student on suspension will not be allowed to attend his/her regular classes or participate in extra/co-curricular activities during the dates of the suspension. There is a loss of all social and athletic privileges during the dates of the suspension.

<u>UNACCEPTABLE BEHAVIOR</u>	<u>DISCIPLINARY ACTION</u>
<p>1. Illegal Substance Possession: Possession, use, or appearance of being under the influence of: alcoholic beverages, narcotics, hallucinogens, inhalants, amphetamines, barbiturates, anabolic steroids, marijuana, controlled substances, designer drugs, designer drugs or mood/behavior-altering chemicals and prescription drugs for which the student does not have a prescription, as well as look-alikes or what is represented as a drug or alcohol product during times when students are subject to the authority of the school.</p> <p>2. Drug Intoxication: A student who appears to be under the influence of an illegal substance, shall be released to a parent or guardian and tested by a recognized community agency or licensed testing facility for drug ingestion within 24 hours. Failure to provide evidence and results of the testing will result in administration of the consequences for drug intoxication.</p> <p>3. Alcohol Intoxication: A school administrator who believes that a student who is less than 21 years of age has consumed alcohol may require the student to submit to a police-administered preliminary chemical breath analysis. A legal presumption shall be made by the court that the person less than 21 years of age has consumed or possessed alcohol if a preliminary chemical breath analysis or other acceptable blood alcohol test indicates the person's blood contained .02% or more by weight of alcohol. A person less than 21 years of age who refuses to submit to a preliminary chemical breath test analysis as required in this subsection is responsible for a civil infraction and will be disciplined in accordance with district administrative guidelines on alcohol and drugs.</p>	<p><u>1st Offense</u></p> <ul style="list-style-type: none"> ● Confiscation ● Referral to police ● Suspension (out-of-school): 10 days* ● Evidence in writing of an assessment from a recognized community agency or licensed professional in the area of chemical or alcohol abuse treatment. ● Upon return, the student and guardian must meet with a counselor or behavioral interventionist who will document the assessment has been completed, and that the recommendations of that assessment are understood by student and guardian(s). The re-entry requirements will be documented on the Student Suspension Follow-up form. ● Possible expulsion <p>* With written verification of a drug screen, a treatment plan in an approved program, evidence that treatment has commenced, and a written release to speak with a contact in the program, a student may return to school after 5 days of the suspension. If the student fails to continue the treatment as defined in the plan the remaining days of the suspension shall be served immediately as prescribed by an administrator.</p> <p><u>2nd Offense</u></p> <ul style="list-style-type: none"> ● Confiscation ● Referral to police ● Suspension (out-of-school): 10 days ● Recommendation for expulsion from PPS <p>Note: Penalties for illegal substances are cumulative.</p>

<p>4. Illegal Substances Transfer/Sale: or attempting to sell or furnish illegal drugs, narcotics, hallucinogens, inhalants, alcohol, amphetamines, barbiturates, anabolic steroids, marijuana, controlled substances, designer drugs, prescription drugs, and/or look-alikes of any of the above, at school or any school-related activities, or within 500 feet of school premises.</p>	<p><u>1st Offense</u></p> <ul style="list-style-type: none"> ● Confiscation ● Referral to police ● Suspension (out-of-school): 10 days ● Recommendation for expulsion from Portage Public Schools
<p>5. Arson: Purposefully setting fire on school premises.</p>	<ul style="list-style-type: none"> ● Suspension: 10 days ● Recommended expulsion ● Referral to police ● Restitution <p>Excerpt from Revised School Code 380.1311: “If a pupil...commits arson in a school building or on school grounds...the school board shall expel the pupil from the school district permanently.”</p>
<p>6. a. Assault: Intentionally causing physical harm to school personnel, students, and/or others on school property or at school sponsored events. Portage Public Schools AG #5610, MCL 388.1709, MCL 388.1606 (6), Revised School Code 1311A and 1311A(2) define and differentiate between student assault on a school employee or volunteer, student assault on another student and verbal or written assault by a student. Copies of AG #5610 are available from any school office.</p> <p>b. Assault/Sexual: Any physical or verbal effort to intimidate/force, or attempt to force another person against his/her will into any sexually related activity. Unwelcome sexual advances, requests for sexual favors, or other verbal/ physical conduct, or communication of an intimidating/hostile or offensive sexual nature.</p> <p>c. Assault to Staff (Verbal): threatening to cause harm to a school employee, volunteer, or to a member of that employee’s family through verbal, written or electronic means.</p>	<ul style="list-style-type: none"> ● Suspension: 3 to 10 days ● Possible referral to police ● Possible recommended change in placement ● Possible expulsion – up to and including 180 school days* <p>*Refer to Revised School Code 1311A and 1311A(2)</p> <p>Assault/Sexual:</p> <ul style="list-style-type: none"> ● Suspension: 3 to 10 days ● Possible meeting with School Counselor: must follow his/her recommendations satisfactorily ● Possible referral to police ● Possible recommended change in placement ● Possible recommended expulsion <p>Assault/To Staff:</p> <ul style="list-style-type: none"> ● Suspension: 3 to 10 days ● Possible referral to police ● Possible recommended expulsion
<p>7. Cheating: The act or an instance of fraudulently deceiving.</p> <p>Collusion: Occurs when a student knowingly allows his or her work to be submitted for assessment/credit by another student.</p> <p>Plagiarism: The use of an-other's ideas, facts, photos, art, chart, graphic design or words without giving proper credit; an attempt to present the ideas or words of another as one’s own; presenting as new/original an idea or product derived from an existing source. In writing and in speech, the use of the words of another (whether quoted or paraphrased) without telling the reader/listener that those words are not one’s own.</p>	<p><u>1st Offense</u></p> <ul style="list-style-type: none"> ● Teacher Consequence ● May lose credit for the specific assignment involved <p><u>2nd Offense</u></p> <ul style="list-style-type: none"> ● Office Referral ● Possible detention or suspension from the specific class involved 1 to 5 days
<p>8. Computer Misuse/Tampering: Unauthorized access, modification or destruction of files and/or network operating systems, computer hardware, electronic information, and/or misconduct online while logged into school account.</p>	<ul style="list-style-type: none"> ● Parent contacted ● Suspension: 1 to 10 days ● Responsible for repair/replacement costs ● Possible loss of privileges, class participation and/or credit ● Possible recommended expulsion

<p>9. Dress Code Violation: Clothing that does not comply with Middle school “dress and grooming” guidelines.</p>	<ul style="list-style-type: none"> ● Required clothing change before returning to class ● Detention or suspension: 1 to 3 days
<p>10. Disruptive Items Possessing, handling, or transmitting any items that interfere with the educational process as determined by the teacher or administrator will not be allowed, i.e. laser lights, handheld gaming devices, CD Players, iPod/MP3 Players.</p>	<ul style="list-style-type: none"> ● Teacher Consequence ● Confiscation of item; parent may retrieve the item ● Possible Detention
<p>11. Electronic Devices: Violation of the school personal electronic device (PED) policy or the district acceptable use policy (AUP). The inappropriate recording or publishing of any photo, video, or audio</p>	<ul style="list-style-type: none"> ● Parent pick up electronic device in office ● Confiscation by School Personnel ● Detention or suspension ● Immediate removal of posted material
<p>12. Extortion: Taking money or items of value through force, illegal activity, or ingenuity.</p>	<ul style="list-style-type: none"> ● Suspension: 1 to 10 days ● Referral to police ● Restitution
<p>13. False Alarms and Threats: False fire alarms, false 9-1-1 calls, bomb threats, threats of mass violence, or similar actions.</p>	<ul style="list-style-type: none"> ● Referral to police ● Suspension ● Possible expulsion ● Possible referral for Risk Assessment prior to return
<p>14. Failure to Serve a Consequence: Such as a detention or after school detention.</p>	<ul style="list-style-type: none"> ● Additional Detention ● Possible Suspension: 1-5 days
<p>15. a. Fighting with Injury: Pushing, hitting, and or aggressive physical behavior between 2 or more students (on school property, to or from school, or at a school-sponsored activity which results in a recommendation by school staff for medical follow-up including, but not limited to, possible concussions and defensive injuries regardless of whether medical attention is actually sought).</p> <p>b. Fighting without Injury: Pushing, hitting and or aggressive physical behavior between 2 or more students (on school property, to or from school, or at a school-sponsored activity which does not result in a recommendation by school staff for medical follow-up).</p> <p>c. Fighting Words: Threatening to cause harm to another student on school property, to or from school, or at school-sponsored activities through verbal, written or electronic means.</p> <p>d. Threatening Actions: Threatening to cause harm to another student through verbal, written, physical, or electronic means.</p>	<p>a and b: Fighting with or without Injury:</p> <ul style="list-style-type: none"> ● Suspension: All parties: 1 to 10 days ● Possible referral to police ● Possible recommended change in placement ● Possible recommended expulsion <p>c and d: Fighting Words or Threatening Actions:</p> <ul style="list-style-type: none"> ● Detention or Suspension: All parties : 1 to 10 days ● Referral to counselor for conflict resolution <p>Possible referral to police</p>
<p>16. Forgery: Fraudulent means to use or obtain use of school-related documents.</p>	<ul style="list-style-type: none"> ● Detention or suspension: 1 to 3 days
<p>17. Gambling: Student involvement in betting or wagering.</p>	<ul style="list-style-type: none"> ● Detention or suspension: 1 to 3 days
<p>18. Gang or Gang-Like Behavior: Gang or gang-like activity of any kind including graffiti on school property or at any school activities at any time; forming associations with other students who imitate gangs or who have similar characteristics; gang or gang-like attire; “ganging up” on other persons to harass, threaten or intimidate; creating a threatening environment; vandalizing or damaging property.</p>	<p><u>1st Offense</u></p> <ul style="list-style-type: none"> ● Attire may be required to be changed ● Detention or suspension: 1 to 3 days <p><u>2nd Offense</u></p> <ul style="list-style-type: none"> ● Detention or suspension: 3 to 10 days <p><u>3rd Offense</u></p> <ul style="list-style-type: none"> ● Possible recommended change in placement ● Possible recommended expulsion

<p>19. a. Harassment: Any written, verbal or physical act or any electronic communication that is intended or a reasonable person would know is likely to harm a student. Discrimination, intimidation or insult of an individual based upon: e</p> <ul style="list-style-type: none"> ● Disability ● Ethnicity ● Gender ● Race ● Religion ● Sexual orientation <p>b. Creating a Hostile Environment: Making remarks that are overtly discriminatory based on the factors listed above but are not directed at a specific person and are not deliberately intended to intimidate.</p> <p>c. Sexual Harassment Unwelcome sexual advances; or requests for sexual favors; or other verbal or physical conduct or communication of an intimidating or hostile sexual nature; or sexual gestures.</p> <p>d. Intimidation: Systematic bullying or conduct towards students, school personnel or others that poses a direct threat to safety or well-being</p> <p>e. Cyber Harassment: The use of electronic devices to bully, harass, or intimidate others <u>while at school or a school sponsored event and/or a direct threat that may take place on school property.</u></p>	<ul style="list-style-type: none"> ● Inform the parent or legal guardian of a victim of harassment/bullying ● Inform the parent or legal guardian of a perpetrator harassment/bullying ● Detention or suspension: 1 to 10 days ● Possible meeting with Behavioral Coach/Counselor; must follow his/her recommendations satisfactorily ● Possible referral to police ● Possible referral for Risk Assessment ● Possible restriction to access of Portage Public Schools' grounds or attendance at extra-/co-curricular activities ● Possible recommended change of placement ● Possible recommended expulsion
<p>20. Horseplay: rough, boisterous, rowdy, unsafe, inappropriately aggressive physical behavior</p>	<ul style="list-style-type: none"> ● Detention or suspension: 1 to 5 days
<p>21. Illegal Activities: Illegal activities not referred to in other portions of the Code of Student Conduct (breaking and entering, possession of keys, etc.).</p>	<ul style="list-style-type: none"> ● Suspension: 1 to 10 days ● Possible referral to police
<p>22. Inappropriate Behavior:</p> <ul style="list-style-type: none"> ● Disrespectful student behavior ● Threatening physical force ● Attitudes or behavior insulting or contemptuous in speech or conduct. ● Instigating Inappropriate Behavior ● Behavior that interferes with the learning environment that are not covered elsewhere in the code of conduct. 	<ul style="list-style-type: none"> ● Detention or suspension: 1 to 10 days ● Possible removal from class ● Loss of Privileges
<p>23. Insubordination: Defiance of authority: the refusal of a student to comply with the reasonable request of any school employee.</p>	<ul style="list-style-type: none"> ● Detention or suspension: 1 to 5 days ● Possible removal from class
<p>24. Indecency: Offending acts against recognized standards of propriety and good taste (as interpreted by the school administration). This may include items of clothing that the administration determines to be inappropriate. (See Dress and Grooming)</p>	<ul style="list-style-type: none"> ● Detention or suspension: 1 to 5 days ● Student will be required to correct the condition
<p>25. Loitering: To remain in an area for no authorized or appropriate reason.</p>	<ul style="list-style-type: none"> ● Detention or suspension: 1 to 10 days
<p>26. Lying: Marked by or containing falsehoods including false reporting of information.</p>	<ul style="list-style-type: none"> ● Detention or suspension: 1 to 10 days

<p>27. Non-Productive Behavior: Not meeting reasonable academic and/or attendance responsibilities; failure to comply with the reasonable request of the teachers, principals, custodians, bus drivers, etc.</p>	<ul style="list-style-type: none"> ● Meeting with grade-level School Counselor ● Detention or suspension: 1 to 5 days ● Possible removal from class
<p>28. Obscenity: Vulgar acts in verbal or written form, pictures or gestures.</p>	<ul style="list-style-type: none"> ● Detention or suspension: 1 to 5 days
<p>29. Ongoing Conflict: Making direct or indirect contact with a student, after administrative intervention, which distracts or distresses that person based upon the past context of the two students.</p>	<ul style="list-style-type: none"> ● Inform both parents or guardians of ongoing conflict ● Detention or suspension: 1 to 5 days ● Possible meeting with Behavioral Coach/Counselor; must follow his/her recommendations satisfactorily
<p>30. Persistent Disobedience: Persistent inappropriate behavior and noncompliance with the reasonable requests of school personnel.</p>	<ul style="list-style-type: none"> ● Suspension: 3-10 days ● Possible removal from class ● Possible recommended expulsion
<p>31. Profanity: Use of inappropriate or offensive language, either written or spoken, or actions of vulgarity.</p>	<ul style="list-style-type: none"> ● Detention or suspension: 1 to 5 days
<p>32. Public Display of Affection, Inappropriate: Students are expected to conduct themselves as responsible, mature individuals.</p>	<ul style="list-style-type: none"> ● Detention or suspension: 1 to 5 days
<p>33. Pyrotechnics: Use, possession, and/or production of any explosive, smoke- or odor-producing device, including caps or fireworks of any kind, is prohibited in or on school property.</p>	<ul style="list-style-type: none"> ● Suspension: 1 to 10 days ● Referral to police ● Recommended expulsion
<p>34. Recording, Listening, and Transmitting Devices: Students may not use any electronic device to record or make possible remote observation (Audio, Video, or Photographic) of any student or staff member without the express permission by all parties involved. This rule applies at all times while on school premises including school buses or at school sponsored events, regardless of location.</p>	<ul style="list-style-type: none"> ● Suspension ● Possible referral to police ● Possible recommendation for expulsion
<p>35. a. Tardiness: Excessive tardiness b. Truancy: skipping classes, skipping school or unauthorized leaving of school property.</p>	<ul style="list-style-type: none"> ● Detention or suspension: 1 to 5 days ● Referral to Juvenile Authorities
<p>36. Theft: The act of stealing and/or possessing stolen goods.</p>	<ul style="list-style-type: none"> ● Suspension: 1 to 10 days ● Restitution ● Possible referral to police ● Possible recommended expulsion
<p>37. Tobacco: Possession or use of tobacco in any form, including look-alike or what is represented as tobacco, or in the presence of visible smoke, is prohibited on school property, to or from school, or at any school event regardless of location. This includes look-alike or what is represented as tobacco or any related paraphernalia (empty tobacco containers or substitute containers), possession of smoking materials, i.e. lighter, matches, etc.</p>	<p><u>1st offense:</u></p> <ul style="list-style-type: none"> ● Suspension: 1 to 5 days ● Confiscation ● Meeting with School Counselor; must follow his/her recommendation satisfactorily ● Referral to police <p><u>2nd + offense:</u></p> <ul style="list-style-type: none"> ● Suspension: 5 to 10 days ● Meeting with School Counselor; must follow his/her recommendations satisfactorily. ● Referral to police

<p>38. Unauthorized Leaving of School: Leaving the school building or grounds without authorization from the school office</p>	<ul style="list-style-type: none"> ● Detention or Suspension: 1 to 5 days ● Parents contacted
<p>39. Vandalism: Defacing or destroying property of the school, staff, or students.</p>	<ul style="list-style-type: none"> ● Detention or suspension: 1 to 10 days ● Restitution ● Possible referral to police ● Possible recommended expulsion
<p>40. Weapon Possession: Possessing, using, threatening to use, or transferring any weapon or instrument capable of inflicting harm or considered dangerous by the administration. The term weapon includes such items as a fire arm, gun, revolver, pistol (including a starter gun, soft pellet gun or BB gun), dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, etc. (State Law: Weapons-Free School Zone AG #5772)</p>	<ul style="list-style-type: none"> ● Suspension pending expulsion hearing ● Referral to police ● Recommended expulsion <p>The law requires the superintendent or school administrator to contact the local police agency when a student is found in possession of any weapon.</p> <ul style="list-style-type: none"> ● Excerpt from Revised School Code 380.1311: “If a pupil possesses in a weapon-free school zone a weapon that constitutes a dangerous weapon... the school board shall expel the pupil from the school district permanently.”
<p>41. Weapon Look-Alikes: Possessing, handling, or transmitting any object/instrument that is a “look-alike” weapon or instrument (including a starter pistol, rubber knife comb switchblade, toy guns, etc.).</p>	<ul style="list-style-type: none"> ● Confiscation of item and not returned to student ● Detention or suspension: 1 to 10 days ● Referral to police ● Referral for Risk Assessment ● Possible recommended expulsion

A student on suspension ***will not be allowed to attend his/her regular classes or participate in extra/co-curricular activities*** during the dates of the suspension. ***There is a loss of all social and athletic privileges during the dates of the suspension.*** **Parents shall be notified in all cases of suspension and/or when a student exhibits a history of unacceptable conduct. Records of such involvement shall be maintained in the building administrator's office.**

Participation in Extra Co-curricular Activities

The Portage Schools also recognize that the use of illegal substances is a significant health problem for many adolescents, resulting in negative effects on behavior, on learning, and on the total development of each individual. Therefore, the Portage Schools have developed additional penalties related to participation in extra-/co-curricular activities for violations related to the use of mind-altering substances such as alcohol, tobacco, and drugs which occur throughout the course of the school year, either school or personally related. These penalties are described in the section of the Code of Student Conduct entitled, "Participation in Extra-/Co-curricular Activities".

When a student is unable to conduct him/herself in an appropriate manner, disciplinary action in the form of an in school or out-of-school suspension may be taken.

If a misconduct as outlined in the Code of Student Conduct occurs during an extra co-curricular activity then the minimum discipline will be the same as that described for Mood-Altering Chemicals (outlined below) unless coaches have outlined more stringent consequences with participants and parents.

Rule for Students Participating in Extra Co-curricular Activities in Relationship to the Use of Mood-Altering Chemicals

Rule

Regardless of the quantity, a student shall not:

Use or consume, be under the influence of, have in possession, buy, sell, or give away any controlled substance – including look alike or what is represented as a drug, or any related paraphernalia.

This expectation applies to the entire school year. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's personal use by his/her doctor. It is however, the responsibility of the student to notify his or her coach/advisor that (s)he is taking such a medication.

EXTRA CO-CURRICULAR ACTIVITIES AFFECTED BY THE RULE

These are divided into two categories:

Category I = All activities which are part of the interscholastic Athletic program.

Category II = Academic activities and public performances (debate, band, choir, orchestra, clubs, etc.)

Consequences for Infractions of the Rule

Category I: Interscholastic Athletics

First Violation

The student shall lose eligibility for participation in 20% of that area's originally scheduled contests or 20% of the season, whichever is greater. The exclusion shall be consecutive, starting with the first scheduled event. The student must also meet with the School Counselor of his/her school and follow recommendations which are developed. No exception is permitted for a student who becomes a participant of a treatment program.

Second Violation

The student shall lose eligibility for participation in 50% of that area's originally scheduled contests or 50% of the season, starting with the first scheduled event. The student must also meet with the School Counselor of his/her school and follow recommendations that are developed. No exception is permitted for a student who becomes a participant of a treatment program.

Third & Subsequent Violations

The student shall lose eligibility for participation in all athletic areas for one calendar year. If after the third or subsequent violations, the student of his/her own volition becomes a participant in a chemical dependency or treatment program, the student may be certified for reinstatement in extra co-curricular activities after an ineligibility period matching the penalty designated for a second violation.

Penalties shall be cumulative, beginning with and throughout the student's participation in an extra co-curricular area for middle school years. Should there be multiple violations, the greater penalty will apply. Category I penalties which cannot be fully served during a season will carry over to future participation in athletic areas which the student has served in during the previous year. (Under extenuating circumstances, the discretion of the building administrator may be used in determining an area in which a student may finish serving his/her penalties.)

Category II: Academic Activities & Public Performances (Band, Choir, Orchestra, Clubs, etc.)

First Violation

The student shall lose eligibility for participation in the next two (2) consecutive public events or two (2) weeks of a season in which the student participates, whichever is greater. The student must also meet with the School Counselor of his/her school and follow recommendations which are developed. No exception is permitted for a student who becomes a participant of a treatment program.

Second Violation

The student shall lose eligibility for participation in the next six (6) consecutive public events or six (6) weeks of a season in which the student participates, whichever is greater. The student must also meet with the School Counselor of his/her school and follow recommendations which are developed. No exception is permitted for a student who becomes a participant of a treatment program.

Third & Subsequent Violations

The student shall lose eligibility for participation in all Category II areas for one calendar year. If the student, of his/her own volition, becomes a participant in a chemical dependency or treatment program, the student may be certified for reinstatement in extra co-curricular activities after an eligibility period matching the penalty designated for a second violation.

Penalties shall be cumulative, beginning with and throughout the student's participation in an extra co-curricular area for three years. Should there be multiple violations, the greater penalty will apply. Category II penalties, which cannot be fully served during a season, will carry over to future participation in areas which the student has served in during the previous year. (Under extenuating circumstances, the discretion of a building administrator may be used in determining an area in which a student may finish serving his/her penalties.)

**CODE OF STUDENT CONDUCT, DISCIPLINE RIGHTS
AND RESPONSIBILITIES**

AG #5110

The Portage School District shall maintain an educational environment that will assure the health and safety of the students and staff along with the protection of District property. Proper conduct is essential (1) to develop and maintain a healthy teaching/learning environment (2) to develop and maintain conditions necessary for an orderly, safe and efficient operation of the school and the school program, and (3) to use as a teaching tool, illustrating the fact that appropriate conduct is required to be a productive citizen.

Discipline shall be administered in a firm, fair, consistent, expedient and equitable manner, recognizing individual differences and circumstances as they relate to the education of all students.

At the direction of the Superintendent of schools:

- Administrative guidelines, rules and procedures governing student conduct and discipline shall be developed and published in a Student Handbook or planner.
- The school staff shall monitor and enforce rules and administrative guidelines on any school owned property or at any school-approved function.

The Code of Student Conduct shall:

- Include discipline procedures to be followed by teachers and administrators
- Define unacceptable behavior at school, in classrooms, on school-owned premises, or while participating in school-approved functions.

The building administrator shall communicate the District's standards of behavior to his/her staff and students. Parents of students shall be aware of the Code of Student Conduct and building rules and procedures.

DISCIPLINE FOR STUDENT MISCONDUCT

AG #5110

The District is committed to providing a safe and orderly environment in which students can learn and teachers can teach.

The Superintendent shall have the power to suspend students temporarily from school when such disciplinary action is warranted.

The Board of Education has the authority to expel students from school when the student's behavior indicates that his or her presence in school jeopardizes an effective teaching/learning situation or threatens the healthy environment of the school. The Superintendent shall present recommendations for expulsion to the Board.

General School Laws of Michigan

"Suspension or expulsion of pupils; handicapped pupils, evaluation: The Board may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience. If there is reasonable cause to believe that the pupil is handicapped, and the School District has not evaluated the pupil in accordance with rules of the State Board, the pupil shall be evaluated immediately by the Intermediate School District of which the School District is constituent in accordance with section 1711. (MCL 380.1311.)"

Procedures for Imposing Discipline

The content of this issue has been changed by the State of Michigan and will be updated after further review. These alterations will be communicated to students and parents in a variety of methods. (June 2017)

1. Removal from Class

If a student disrupts or threatens to disrupt classroom instruction or poses a danger to persons or property, the student shall be immediately removed from class and sent to the appropriate school administrator.

2. Teacher Imposed Suspensions

A teacher is authorized to remove and suspend a student from a class, or activity when the student's behavior is so disruptive that it materially interferes with the ability to effectively teach or the student's behavior interferes with the ability of other students to learn.

Any student suspended pursuant to this administrative guideline shall not be allowed to return to that class, subject or activity from which he or she was suspended until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who initiated the suspension.

Students attending separate class periods throughout the school day shall be permitted to attend other classes taught by other teachers if the student's behavior does not rise to a level requiring a multiple day suspension in accordance with the school's Code of Student Conduct.

This administrative guideline shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services. Revised School Code Section 1309.

3. Out of School Suspension

Suspension is the temporary exclusion of a student from education or student privileges for a period of ten school days or less which is imposed as discipline for misconduct. If a student is suspended, his/her parents shall be provided a written notification of the suspension and the misconduct that resulted in its imposition.

4. Expulsion or Long Term Suspension

Expulsion is the exclusion of a student from education and all student privileges in the District by the Board. A long-term suspension is the temporary exclusion of a student from education and/or student privileges for more than ten school days pending the outcome of the expulsion process by the Superintendent or Board. (Consult District AG #5610, for more information.)

5. Suspension of Special Education Students

Special Education students who violate district administrative guidelines or rules may be suspended. If a Special Education student accrues 10 days of suspensions, an IEPC meeting must be convened to determine if the student's conduct is a manifestation of his/her handicap. The student may remain in school pending the findings of the IEPC, unless the student cannot safely be contained within the school setting. (Consult District AG #5605, for more information)

6. Administrator's Responsibility in Notifying Parents of Suspension

A building administrator or person so designated has the authority to suspend a student and establish the conditions under which the student will be readmitted.

A building administrator shall attempt to notify the parent or

guardian of the suspension prior to the time the student leaves the school premises. In all cases of suspension, a building administrator shall notify the parent or guardian by mailing a written notice unless the student has declared adult status.

DISCIPLINARY APPEAL PROCESS

Students and parents have the right to appeal disciplinary decisions. In the event that a suspension is ten days or less, a student may be required to serve the suspensions while an appeal is in process. The order of appeal is as follows:

1. Within one working day, a student/parent must notify the Building Administrator of his/her intent to appeal the decision. The building Administrator or designee has three (3) working days in which to respond to the appeal.
2. If the student/parent wishes to appeal the Building Administrator's decision, he/she has five- (5) working days with which to notify the Assistant Superintendent of Instruction. The Assistant Superintendent of Instruction has five working days in which to respond to the appeal.
3. The Assistant Superintendent of Instruction is the final step in the appeal process.

DEFINITION OF TERMS

The content of this issue has been changed by the State of Michigan and will be updated after further review. These alterations will be communicated to students and parents in a variety of methods. (June 2017)

Persistent Disobedience - continued disregard for, and repeated infractions of, district administrative guidelines.

Weapon or Dangerous Weapon - includes: a firearm; gun; revolver; pistol; soft pellet gun; dagger dirk; stiletto; knife with a blade over three (3) inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles.

Weapon Free School Zone - means school property and/or a vehicle used by the school to transport students to or from school property.

District Property - means a building, playing field, or property used for District purposes to impart instruction to students or used for functions and events sponsored by the District, and includes the area up to 1000 feet surrounding District property.

Firearms - means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For the purposes of application and enforcement of this administrative guideline, a BB gun is considered to be a firearm.

Willful Destruction or Damage - the deliberate damage to school or personal property and/or destruction of said property.

Detention - the assignment of a student to a designated area within the school for a specific period of time prior to or after the

regularly scheduled school day. Students will be given at least one prior-days' notice of a detention to be served and transportation arrangements become the responsibility of the student and/or parent. Students will be required to engage in their own school work, or school work assigned by the teacher supervising the detention. Failure to serve a detention may result in suspension.

Suspension - the exclusion of a student from school, from a particular class, or from attending regular classes and reporting to an assigned place within the school. The suspension is for a specific period of time or until the fulfillment of a specific set of conditions. Suspension for a period of time beyond ten (10) school days will result in a recommendation to the Board of Education for expulsion.

- A. In-School Suspension -- The exclusion of a student from regular classes with the student serving the suspension in a designated area in the building.
- B. Out-of-School Suspension -- The exclusion of a student from school premises for a specified period of time.

Building administrators have the authority to administer suspensions. Within the guidelines of the Code of Student Conduct, administrators decide the length of suspensions; generally in a progressive manner.

A student on suspension will not be allowed to attend his/her regular classes or participate in extra/co-curricular activities of any kind i.e., school parties, athletics, plays, etc. During the dates of the in-school or out-of-school suspension, there is a loss of all social privileges.

Parents or guardians shall be notified about the suspension of their son or daughter. Parents shall be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Records of such involvement shall be maintained in the building administrator's office.

Expulsion - the exclusion of a student from school by the Board of Education.

WEAPON FREE SCHOOL ZONE, ARSON, CRIMINAL SEXUAL CONDUCT

Excerpt from Revised School Code 380.1311

The content of this issue has been changed by the State of Michigan and will be updated after further review. These alterations will be communicated to students and parents in a variety of methods. (June 2017)

If a pupil possesses, in a weapon free school zone, a weapon that constitutes a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school board, shall expel the pupil from the school district permanently.

AG #5772

From Revised School Code 380.1131:

If a pupil possesses in a weapon-free school zone a weapon that constitutes a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school board, shall expel the pupil from the school district permanently.

The Board shall ensure that District buildings, facilities, vehicles, grounds and other property shall be free of threats to physical well-being and safety by individuals possessing weapons.

Accordingly, the Board shall permanently expel a student from attending school in the District, if the student possesses a weapon in a weapon-free school zone, commits arson, or commits criminal sexual conduct while on District property. Such expulsion is mandatory, unless the student establishes, in a clear and convincing manner, at least one of the following:

- The object possessed by the student was not intended for use as a weapon
- The student did not know that he/she was in possession of a weapon
- The student did not know that the object was a dangerous weapon
- The student possessed the weapon with permission of the school or of police authorities

Recordation and Referral:

All expulsions pursuant to this administrative guideline shall be entered and preserved on the student's official administrative (cumulative) record. This information shall be disseminated, as part of a student's record, to any other public or private school where the expelled student seeks to enroll and where this District is requested, or otherwise required, to forward or release records to the institution. District personnel shall immediately report in writing any incident involving arson, criminal sexual conduct, or weapon possession on District property, to the student's parent and to the local law enforcement agency.

The District shall notify the individual's parent or legal guardian or (if the individual is at least 18 years old or otherwise legally emancipated) notify the expelled student of the referral. The District shall also refer for prosecution conduct by any individual which is believed to violate state or federal laws. (Consult District AG #5610.01 for more information)

Petitions for Reinstatement: Consult AG #5610.01

Criteria for Reinstatement: Consult AG #5610.01

Conditions for Reinstatement: Consult AG #5610.01

Application to Special Needs Pupils:

This administrative guideline shall be applied in a manner consistent with the rights secured under federal law to students who are determined to be eligible for special education programs and services, and/or who are eligible for programs and services.

If a student has not already been determined eligible for one or more of the programs and/or services identified in the preceding paragraph but there is reasonable cause to believe that the student is handicapped, the student shall be evaluated immediately by the District or the Intermediate School District and a determination made whether or not the student is handicapped and whether or not the student's misconduct was a manifestation of the student's handicapping condition.

MATTERS RELATED TO PERSONAL CONDUCT

Academic Conduct

1. Students are expected to be in the classroom prepared for class work. Students who disrupt classroom routine or who distract teachers or students will be removed from the classroom.

2. Cheating and attempts to cheat (including deception in taking examinations or performing assignments) are prohibited and may result in loss of credit. Each student is expected to prepare assignments and take tests in accordance with the teacher's instructions. Because of the nature of certain classrooms, teachers may establish specific administrative guidelines to apply to individual situations and will inform students of the consequences.
3. Any materials or objects not related to school assignments that are detrimental to the educational process are not permitted on school property.

Dress and Grooming

1. Student dress should be appropriate and not considered detrimental to the process of education. Clothing will not be permitted which:
 - a. Advertises or supports drugs, alcohol, and tobacco.
 - b. Contains profanity.
 - c. Is revealing, suggestive or otherwise distracting (undergarments showing).
2. The school reserves the right to establish more definitive rules for performing and/or representative groups.
3. Students in violation of the dress code will not be allowed to attend classes or other functions unless otherwise approved. This administrative guidelines will be in effect during regular hours and at other school functions.

Conduct at/in Extra/Co-curricular Activities

Provisions of the Student Conduct Code are in effect during all daily classroom and/or building programs, including all field trips, extra/co-curricular activities, and other activities that are school-sponsored or school-related in nature.

1. Unless altered by specific action of the Student Council/Senate or administration, rules for dress and grooming will be in effect at dances and parties sponsored by the school.
2. During after-school hours students will not be permitted in the building unless participating in a supervised activity with a sponsor or coach present.

Cooperation with School Personnel

1. Students are expected to follow the directions and instructions given by members of the school staff.
2. Students who visit a building in which they do not have classes are expected to report to the office upon arrival at the building. They are to identify themselves and state their purpose for being in the building before proceeding to any other area.
3. Students shall not present false information or misinformation, nor shall they in any way falsify school records.

MATTERS RELATED TO CRIMINAL ACTS

The violation of federal, state or local laws or ordinances is grounds for suspension or expulsion when such violation occurs on school property, in school buildings, on buses, or at school-related and school-sponsored events. Disciplinary action may be taken by the school regardless of whether or not criminal charges result.

CIVIL RIGHTS LEGISLATION

The Portage Public Schools does not intentionally discriminate in employment and the education programs and activities which it operates. The Portage Public Schools is required by Title IX of the Educational Amendments of 1972, as amended and Part 86 of the Rules and Regulations issued by the Department of Health, Education and Welfare that it not discriminate in education programs and activities and that this protection extends to and includes employment with the school district.

Title VI of the Civil Rights Act Of 1964

"No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program receiving Federal financial assistance." (34 CFR, § 103.3)

Title IX of the Education Amendments Of 1972

"No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." (34CFR, § 106)

Title IX of the Education Amendments of 1972, as amended, is designed to eliminate (with certain exceptions) discrimination on the basis of sex in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution as defined in part 106.

Section 504 of the Rehabilitation Act Of 1973

"No otherwise-qualified individual with a disability in the United States shall, solely by reason of her or his disability, as defined in section 706(8) of this title, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..." (29 U.S.C. §794 (b))

Part 104 of 34 CFR effectuates Section 504 of the Rehabilitation Act of 1973 which is designed to eliminate discrimination on the basis of disability. On October 29, 1992, the Rehabilitation Act Amendments of 1992 had three significant consequences relative to Section 504: (1) the term "disability" replaced the term "handicap", (2) certain conditions were explicitly excluded from the definition of "disability", and (3) complaints alleging employment discrimination under Section 504 were to be judged by the standards of Title I of the Americans with Disabilities Act (ADA).

Age Discrimination Act of 1975

"No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (§110.10(a))

Title II of the Americans with Disabilities Act Of 1990 (ADA)

"No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity." (§35.130)

GRIEVANCE PROCEDURE

for

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972, TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990, SECTION 504 OF THE REHABILITATION ACT OF 1973, AGE DISCRIMINATION ACT OF 1975

Section I

Any person believing that the Portage Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Human Resource Director, Portage Public Schools,
8107 Mustang Dr., Portage, MI 49002
(269) 323-5152

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

A complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory regulation may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

CONCLUSION

Each Portage Public Schools building has the authority to develop building rules which interpret and apply this Code to specific situations within the building. It is the purpose of this Code to outline those standards of behavior which, if violated, may lead to some form of disciplinary action -- up to and including expulsion from school.

Provisions of the Code of Student Conduct are in effect during all daily classroom and/or building programs, including all field trips, out-of-state and international trips, extra/co-curricular activities, and other activities that are school-sponsored or school-related in nature.

TECHNOLOGY

COMPUTER USAGE, INTERNET ACCESS, and ACCEPTABLE USE AGREEMENT

Portage Public Schools provides a technology enriched educational environment. The District believes that technology should be an integral part of each student's educational experience. Each student is issued a computer user account enabling students to access the District's computers and network. This account also connects students to resources on the Internet.

The following policies and administrative guidelines describe the District's official position regarding technology and the Internet. Students and the parents of students are required to read and sign the PPSNet Acceptable use Agreement. The "Signature Sheet" must be on file in the building in which the student is enrolled. A new "Signature Sheet" will be required of all incoming students (at any grade level) when they initially enroll and again when they are promoted to 6th grade and also when they become Freshmen at one of our High Schools. The "Signature Sheet" located at the front of this book will be signed and submitted at the beginning of the school year.

Parents may exclude their children from having computer access and/or Internet access by completing the "Opting Out" forms which are available in each building. "Opting Out" forms must be completed on an annual basis.

AG #7540

Use of Technology

Use of District provided technology is a privilege extended to students, faculty, and staff to enhance learning and exchange information. The District expects efficient, ethical, and legal utilization of all technology resources. Each user of technology shall read the privileges and responsibilities associated with using the equipment and networks provided by the District and sign the appropriate documentation use. District technology is not intended to be considered private and should not assume any confidentiality when using these resources.

A violation may result in the termination and denial of future access to technology resource.

AG #7542

Internet Filtering

The District offers its students and faculty access to the Internet as an educational resource. Inasmuch as the Internet is a fluid, global network outside District control, no guarantee can be made that information retrieved from the Internet is accurate or meets the criteria set forth in other policies and administrative guidelines regarding appropriate content of District materials.

The District shall filter incoming Internet data/audio/visual materials to exclude content that is not appropriate to the learning and research activities of students. The District's guidelines for determining the appropriateness of other instructional materials shall be applied to Internet content.

AG #7540.03

Acceptable Use Agreement (Excerpt)

PPSNet EDUCATIONAL NETWORK ACCEPTABLE USE AGREEMENT

This agreement covers access to and the use of PPSNet and Internet Services through network and dial up connections.

Portage Public Schools Network (PPSNet) is offering staff and students in our school district accounts to access the educational network, which is coordinated through a complex association of governmental agencies, regional and statewide networks. This document contains the terms and conditions of use that an employee and/or student agrees to follow when using PPSNet. This agreement may be modified by Portage Public Schools (PPS) at any time with notice to the user.

Terms and Conditions

Purpose and Acceptable Use

1. PPS established the PPSNet for limited purpose. Use of any account must be in support of Education, research, and consistent with the educational and business objectives of PPS. The Superintendent of PPS and his/her designees may at any time make determinations that particular uses are or are not consistent with the purpose of PPSNet. The term "educational purpose" includes classroom and work activities, career development activities to develop skills in technology and limited, high quality, self-discovery activities.
2. PPSNet has **not** been established as a public access server or a public forum. PPS retains the right to place reasonable restrictions on the materials users' access or post through PPSNet. In addition, users are expected to abide by the rules set forth in their school's or district's policies, and all applicable laws and administrative guidelines when using PPSNet.
3. Users may express opinions on political issues. However, PPS prohibits the use of PPSNet for political lobbying.
4. Users must respect the privacy of others; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other than data, or passwords belonging to others, or represent themselves as another user unless explicitly authorized to do so by that user.
5. Users must respect the legal protection provided by copyright and license to programs and data.

6. Users must respect the integrity of computing and network systems; for example, users shall not intentionally develop or use programs that harass other users or infiltrate a computer, computing system or network and/or damage or alter the software components of a computer, computing system or network.
7. Users must monitor e-mail on a regular basis (at least once a month) and delete mail from the personal mail directory to avoid excessive use of the file server hard disk system.
8. Users are responsible for maintaining the integrity of the electronic mail system, which includes reporting all violations of privacy to PPSNet. The user is responsible for making sure all email sent or received by him/her does not contain pornographic or indecent material, copyrighted material, inappropriate information or any other information which may be potentially threatening or dangerous to others in PPSNet.
9. Users who can identify a security problem on the PPSNet must notify the PPS Technology Department and not demonstrate the problem to others.
10. Web Pages: Refer to PPS administrative guidelines regarding website information and images.
7. Users agree to not intentionally attempt to disrupt PPSNet or destroy data accessible through PPSNet by spreading computer viruses or by any other means.
8. Posting chain letters on PPSNet is prohibited.
9. Users shall not bombard other users with email messages or send annoying messages to other persons or organizations on PPSNet.
10. Users shall not forge (spoof) electronic mail messages or IP addresses.
11. PPSNet prohibits the sharing of usernames and passwords. Users must not let others to use their username or password.

Unacceptable Use

1. PPS prohibits the use of PPSNet for commercial or for-profit purposes. This means that users shall not offer, or provide products or services through PPSNet. Users who have accounts providing home access to the Internet through PPSNet may purchase personal products or services that are lawful. The user agrees to be fully responsible for any financial obligations arising from purchases via PPSNet. The user agrees to hereby release PPS, their personnel, and any institution affiliated with them from any and all liability arising out of, or in any way connected to, any purchase by the user including, but not limited to, purchase(s) made by user which are related to the official business of the user's educational institution, personal, or unauthorized purchases.
2. Use of obscene, profane, lewd, abusive, threatening, discriminatory or harassing language is prohibited on PPSNet. This prohibition applies to public messages, private messages, and material posted on web pages.
3. Users shall not engage in any unlawful activity over PPSNet.
4. PPS prohibits the use of PPSNet to access or post pornographic materials, indecent material, or inappropriate information. It is the user's responsibility to ensure that such material is not accessed or posted.
5. Users agree to not knowingly or recklessly post false or defamatory information about a person or organization.
6. Plagiarism and copyright infringement is prohibited. Users shall not take ideas or writings of others and present them as if they were their own. Also, users shall not inappropriately or illegally reproduce on PPSNet a work protected by copyright. Respect the rights of copyright holders.

Liability

PPS makes no warranties or assurances of any kind, whether expressed and/or implied, for the service it is providing, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by PPS negligence or users' errors or omissions. PPS does not guarantee nor is in any way responsible for the accuracy or quality of information obtained through PPSNet. Use of any information obtained via PPSNet is at the user's own risk. PPS is not responsible for any damage users suffer, nor responsible for financial obligations arising from the unauthorized use of PPSNet to purchase personal product(s) or service(s) for his/her employer.

Rights and Violations

1. Users should expect only limited privacy in the contents of personal files on PPSNet. PPS makes no guarantees of any kind, expressed or implied, regarding the privacy of electronic mail or any other telecommunications transmitted or received over PPSNet, a monitored telecommunications network. Routine maintenance and monitoring of PPSNet may lead to the discovery that a user has violated this agreement, policies of his/her educational institution and/or the law.
2. If there is reasonable suspicion that the user has violated this agreement, PPS policies or procedures, or the law, PPS will conduct a search of individual user files. This search and investigation will be reasonable and related to the suspected violation.
3. In the event there is a suspected violation of this agreement, PPS policies or procedures, or the law, the user will be provided with notice and an opportunity to be heard before the user's access is suspended or terminated. In addition, improper use of PPSNet may also lead to further disciplinary action consistent with the user's educational institution's policies and procedures.
4. A user's access to PPSNet may be suspended or terminated for a violation of this agreement. If the user's account privileges are terminated, PPS will not refund any use fee or portion thereof. Users shall not use PPSNet while access privileges are suspended or revoked.