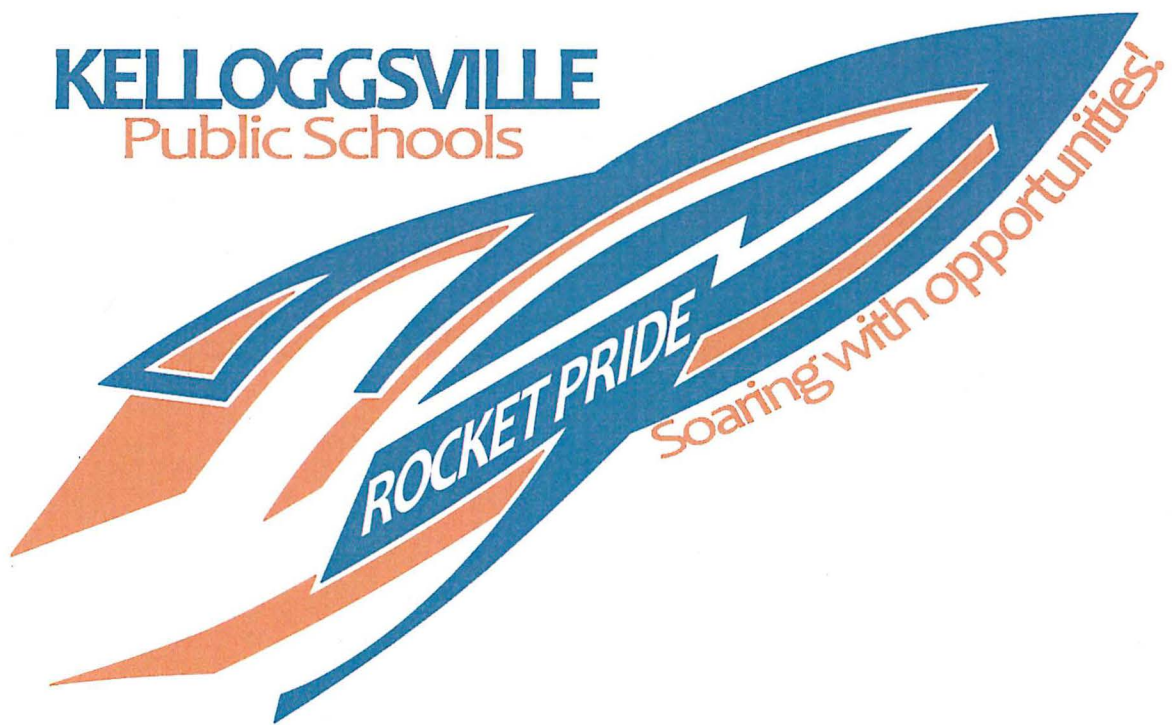


Kelloggsville Middle School Handbook 2022-23



Phone: 616-532-1575
Absentee Line: 616-532-7911

Adopted by the Board of Education on 6/30/2022

Note:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines may be incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated and in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed on 6/30/2022 . If you have questions or would like more information about a specific issue, document, contact your school administrator, or access the document on the schools website: www.kvilleps.org by clicking on "About Us" and accessing the Board of Education page.
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MASCOT: Rocket
COLORS: Orange & Blue
SCHOOL SONG: ILLINOIS LOYALTY

We're loyal to you, Kelloggsville;
We'll never give up, never will.
We always will stand for the best in the land.
For we know you are grand, Kelloggsville, Rah, Rah!
We'll fight for you, Kelloggsville;
For the orange and blue, Kelloggsville. Our team is our fame protector –
Oh, team, for we expect a victory from you, Kelloggsville.

KELLOGGSVILLE BOARD OF EDUCATION

Mrs. Gladys Townsend	Mr. Gary Marihugh
Ms. Maria Groters	Ms. Laura Tanis
Ms. Jane Ward	Ms. Debra Sellers
Ms. Crystal Reidzans	

ADMINISTRATION

Mr. James Alston, Superintendent
Mr. Chad Morrow, Principal
Mrs. Marissa Lanser, Dean of Students
Mr. Lamont Mallett, Athletics

KELLOGGSVILLE PUBLIC SCHOOLS

Kelloggsville Middle School
Kentwood, Michigan 49548

NOTICE OF NONDISCRIMINATION

The Kelloggsville School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following people have been designated to handle inquiries regarding nondiscrimination policies:

Director of Special Education	Title IX Coordinator	Civil Rights Compliance	Superintendent
Section 504 & Title IX Coordinator	Title IX Decision Maker	(Title IX Appeals)	
Kim Stevens	Eric Alcorn	James Alston	
977 - 44th St. SW	242 – 52nd St. SE	242 – 52nd St. SE	
Wyoming, MI 49509	Kentwood, MI 49548	Kentwood, MI 49548	
(616) 532-1585	(616) 532-1590	(616) 538-7460	(616) 538-7460

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Vision Statement

All students of Kelloggsville Public Schools will become productive citizens equipped with a global perspective and the skills to meet their full potential.

Mission Statement

Kelloggsville Public Schools will embrace and model a community that values diversity, learning, caring, and respect.

Belief Statement

All students and staff of Kelloggsville Public Schools will be:

- Valued, respected, and supported in achieving their maximum potential.
- Provided with a safe and secure learning environment.
- Held to high learning and behavior expectations.
- Guided in becoming self-directed, lifelong learners.

Collaboration, communication, and mutual respect between families and schools are critical to student success.

Diversity, Equity and Inclusion-

Kelloggsville Public Schools is dedicated to working toward a more equitable and inclusive education for our diverse population. Our mission is to embrace and model a community that values diversity, learning, caring, and respect. To support this mission, we strive to ensure the following:

- All students and staff have a sense of belonging, feel valued and safe
- All students are engaged, empowered, and supported with equitable classrooms, resources, and opportunities
- All students experience equitable representation in the curriculum, personnel, and culturally responsive teaching practices
- All students and staff are offered opportunities to share and celebrate their differing backgrounds, values, and perspectives
- All student, family, and community voices are integrated into decision-making
- All students and staff are encouraged to embrace diversity and recognize the value of diverse perspectives of other groups
- All students will build competencies through conversation and exposure to critical topics related to equity
- All staff will build competencies through professional development, conversation, and exposure to critical topics related to equity

August 2022

Dear Parents and Students:

Welcome to Kelloggsville Middle School. We want this to be a wonderful start to the school year for both you and your student. We hope the enclosed information will help to ensure a positive beginning to your school year. If you need additional information, or just have questions, feel free to call us at 616-532-1575.

The most significant factor impacting your student's success here at Kelloggsville Middle School is parental involvement. Parental involvement takes many forms; monitoring homework on a daily basis, watching study habits, checking Powerschool on a regular basis, joining the PTC, chaperoning special events, encouraging your child to be involved in both curricular and extracurricular clubs and/or teams and attending conferences are all great ways to be involved. The more you are involved, the better chance your son/daughter will be successful.

We want to keep the lines of communication open with you as much as possible. In order to do so, please provide the office with an updated email along with any changes to your address and/or phone numbers. We often send out alerts and reminders through phone messaging and/or group email blasts. In addition, Powerschool parent log-in and password information will be sent home to you the first week of school.

The staff at KMS is excited to continue a new research based behavior support program to teach and promote positive behavior. Your student will participate in several lessons to understand the expectations that will create a positive school climate as well as receive this student handbook. Please refer to it for information regarding attendance, discipline, and other important policies. The student handbook will also be posted on the Kelloggsville Public Schools website.

Thank you for taking a vested interest in your child's education. We are anticipating a successful 2022-2023 school year!

Sincerely,



Chad Morrow
Principal



Marissa Lanser
Dean of Students

**Kelloggsville Public School
District Calendar 2022-2023
First Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 2022						
14	15	16 Breakfast 8:00 a.m. Building Meetings Staff Work Day p.m.	17 Professional Development	18 Professional Development	19	20
21	22 1 st Day of School	23	24	25	26	27
28	29	30	31			
September 2022						
				1	2 No School	3
4	5 Labor Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Secondary Conf. 4:00-7:30 p.m.	21	22	23	24
25	26	27	28 Secondary Conf. 4:00-7:30 p.m.	29	30	
October 2022						
						1
2	3	4	5	6 Elementary Conf. 4:30 – 8:00 p.m.	7	8
9	10	11	12 Elementary Conf. 4:30 – 8:00 p.m.	13	14 End of 1 st MP	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
November 2022						
		1	2	3	4	5
6	7	8	9	10	11 Professional Development	12
13	14	15	16	17	18	19
20	21	22	23 No School	24 No School Thanksgiving	25 No School	26
27	28	29	30			
December 2022						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 ½ Day Students PM Records End of 1 st Semester	17
18	19 No School	20 No School	21 No School	22 No School	23 No School	24 Christmas Eve
25 Christmas Day	26 No School	27 No School	28 No School	29 No School	30 No School New Year's Eve	31 New Year's Eve
January 2023						
1 New Year's Day	2 No School	3	4	5	6	7
8	9	10	11	12	13	14

**Kelloggsville Public School
District Calendar 2022-2023
Second Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 2023						
15	16 MLK Day Prof. Development	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
February 2023						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 Secondary Conf. 4:00-7:30 p.m.	15	16	17	18
19	20	21	22 Secondary Conf. 4:00-7:30 p.m.	23	24	25
26	27	28				
March 2023						
			1	2 Elementary Conf. 4:30-8:00 p.m.	3	4
5	6	7	8 Elementary Conf. 4:30-8:00 p.m.	9	10 End of 3 rd MP	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 No School	
April 2023						
						1
2	3 No School	4 No School	5 No School	6 No School	7 No School	8
9 Easter	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
May 2023						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 No School Memorial Day	30	31			
June 2023						
				1	2 ½ Day Students a.m. Last Day Teachers Records & Checkout p.m.	3
4	5	6	7	8	9	10

DAILY SCHEDULE 2021-2022

6th GRADE

8:00-8:55 am 1st Hour
9:00-9:55 am 2nd Hour
10:00-10:55 am 3rd Hour
11:00-11:30 am Lunch
11:35-12:00 pm PRIDE
12:05-1:00 pm 4th Hour
1:05-2:00 pm 5th Hour
2:05-3:00 pm 6th Hour

***Doors open at 7:30 and Breakfast service ends at 7:50 am.**

7th GRADE

8:00-8:55 am 1st Hour
9:00-9:55 am 2nd Hour
10:00-10:55 am 3rd Hour
11:00-11:25 am PRIDE
11:30-12:00 pm Lunch
12:05-1:00 pm 4th Hour
1:05-2:00 pm 5th Hour
2:05-3:00 pm 6th Hour

8th GRADE

8:00-8:55 am 1st Hour
9:00-9:55 am 2nd Hour
10:00-10:55 am 3rd Hour
11:00-11:55 pm 4th Hour
12:00-12:30 pm Lunch
12:35-1:00 pm PRIDE
1:05-2:00 pm 5th Hour
2:05-3:00 pm 6th Hour

School Supply List

Pencils
Handheld Pencil Sharpener
Pencil Pouch to hold Pencils/Sharpener
Composition Notebook
Spiral Bound Notebook
Loose leaf Notebook Paper
3 - Three Ring Binders (1½" to 2")
1 - Three Ring Binder (1")
4 Folders
Colored Pencils
Markers
Highlighters
Compass (for home)
Protractor (for home)
Ruler (for home)
Calculator (for home)
Student Planner
Computer Earbuds/earphones

Appreciated Extras For Teacher

Box of Tissue
Disinfectant Wipes and/or Hand Sanitizer
Dry Erase Markers

KELLOGGSVILLE MIDDLE SCHOOL COUNSELING OFFICE

WHAT DOES A COUNSELOR DO? Professional School

Counselors are certified teachers with a master's degree in school counseling. School counselors are trained to help ALL students become successful in school and life. They support students by removing barriers that may get in the way of learning and by building supports that can lead to academic and personal achievement. Counselors work closely with parents, teachers, administrators, and staff to encourage success for each and every student.

FOR PARENTS: You are welcome to contact the counselor

at any time for a meeting if you have academic, social, or personal concerns about your child. The counselors can help to arrange parent-teacher conferences, small group or individual counseling for your child, as well as provide outside referrals for intervention as needed.

Throughout the year, small groups will be offered on topics such as friendship, anger, or anxiety. Counselors go into classrooms to inform students about grades/credits and career exploration. In addition, a group of students at each grade level will meet regularly to mentor new students and reach out to students who may need a friend.

WE ALSO HAVE SEVERAL OTHER SUPPORTS IN PLACE FOR STUDENTS THROUGH OUTSIDE AGENCIES:

Mental Health Liaison Amy Waldo, LMSW, is our Mental Health Liaison from Family Outreach Center. She is available to work with students one-on-one and in small groups. She can also assist with referrals for therapy outside of school. She can be reached at: (616) 532-1575 or awaldo@kvilleps.org

be nice. The program was developed by the Mental Health Foundation of West Michigan. Ask your students what the letters in NICE stand for: (Notice, Invite, Challenge, and Empower). We're encouraging students to be aware of the importance of mental health, reduce stigma, and encourage students to seek help for themselves and others when needed. Each Wednesday we will have a "be nice." activity or lesson.

FOR STUDENTS:

Students may see the counselor to help with a variety of concerns and problems, including:

- * Friendship
- * Problem Solving
- * Academic Improvement
- * Family Struggles
- * Grief and Loss
- * Crisis Intervention
- * Mental Health Concerns

Students can see the counselor in any of the following ways:

- * Self-referral
- * Request of the counselor
- * Parent referral
- * Administrative referral
- * Teacher or staff referral
- * Referral by friend(s)

ELE'S GROUP ELE'S PLACE, FOUNDED IN 1991:

Serves hundreds of grieving children each week among four locations in Michigan. We partner with them to offer Ele's Group for students who are grieving the loss of someone close to them. The group is facilitated by a professional from Ele's Place and one of the school counselors. It gives students a chance to reduce feelings of isolation, build a network of support with other students experiencing a similar loss, and increase coping skills. The group meets for an hour once a week over eight weeks.

*Please feel free to contact us at any time
with any questions or concerns:*

MRS. LAURA KUPERUS & EMILY TUTTLE
SCHOOL COUNSELORS

616-532-1575

LKUPERUS@KVILLEPS.ORG

ETUTTLE@KVILLEPS.ORG

Course Schedules for 2022-2023

Kelloggsville Middle School strives to develop a well-rounded educational experience for each student in our building. All students will be enrolled in six classes throughout the day as well as Pride, which is 25 minutes of academic support and team-building activities. Students will have four core classes (math, language arts, science, and social studies). The additional two class hours will be scheduled with elective classes. Instead of electives, some students may be placed in classes such as reading, skills or math enrichment based on need. Following are the elective choices for each grade:

6th - Band, Art, PE, Social Emotional Learning (SEL)

7th - Band, Choir, Art, PE, (SEL), Leisure Activities, Wellness, Broadcasting

8th - Band, Choir, Art, PE, (SEL), Leisure Activities, Wellness, Broadcasting, Robotics

**Students in 8th grade may have the opportunity to earn High School credit by taking 9th grade Algebra.*

6th	1st Hour 8:00-8:55	2nd Hour 9:00-9:55	3rd Hour 10:00-10:55	Lunch 11:00-11:30	PRIDE 11:35-12:00	4th Hour 12:05-1:00	5th Hour 1:05-2:00	6th Hour 2:05-3:00
7th	1st Hour 8:00-8:55	2nd Hour 9:00-9:55	3rd Hour 10:00-10:55	PRIDE 11:00-11:25	Lunch 11:30-12:00	4th Hour 12:05-1:00	5th Hour 1:05-2:00	6th Hour 2:05-3:00
8th	1st Hour 8:00-8:55	2nd Hour 9:00-9:55	3rd Hour 10:00-10:55	4th Hour 11:00-11:55	Lunch 12:00-12:30	PRIDE 12:35-1:00	5th Hour 1:05-2:00	6th Hour 2:05-3:00

Grading Scale/Credits

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

Credits:

To be considered for promotion to the next grade level, students will be required to earn nine (9) credits out of a possible twelve (12) credits during the course of the school year. Each semester class is worth one credit per class for a total of 6. Students may only fail three semester classes to pass on to the next grade level.

Q1 + Q2 = 51 (semester 1) = 6 credits (January report card)

Q3 + Q4 = 52 (semester 2) = 6 credits (June report card)

S1 + S2 = 12 credits total *** **Must have 9 credits to pass to next grade**

Summer School:

If a student fails more than three classes, he/she will have to make up the core classes (Math, Language Arts, Science, Social Studies) in Summer School. If a student does not obtain his/her credits in Summer School, he/she may not be promoted to the next grade level. Once again, promotion is based on 9 credits earned at the end of the school year. Summer School will be held once school is out and will run Monday through Thursday. If your student qualifies, more information will be given at the end of the school year.

Kelloggsville Middle School Staff

Mr. Chad Morrow	Principal	cmorrow@kvilleps.org
Mrs. Marissa Lanser	Dean of Students	mlanser@kvilleps.org
Mr. Lamont Mallett	Dean of Student Services	lmallett@kvilleps.org
Ms. Danielle Kellogg	Secretary	dkellogg@kvilleps.org
Mrs. Trisha Keena	Secretary	tkeena@kvilleps.org
Mrs. Karly Hand	KPS Nurse	khand@kvilleps.org
Mrs. Laura Kuperus	Guidance Counselor	lkuperus@kvilleps.org
Ms. Emily Tuttle	Guidance Counselor	etuttle@kvilleps.org
Ms. Amy Waldo	Community Counselor	awaldo@kvilleps.org
Mr. Jaevion Willis	ISS/SRR Coordinator	jwillis@kvilleps.org
Mrs. Tracey Mallett	Student Service Coordinator	tmallett@kvilleps.org
Mrs. Aimee Stevens	Social Worker	astevens@kvilleps.org
Mrs. Lindsey Lee	Speech Pathologist	llee@kvilleps.org
Mrs. Julie Anderson	6th Grade Teacher	janderson@kvilleps.org
Mr. Troy Anderson	Band	tanderson@kvilleps.org
Mrs. Sara Arendsen	7th Social Studies	sarendsen@kvilleps.org
Mr. William Banks	8th Social Studies	wbanks@kvilleps.org
Mrs. Brittney Blaskis	8th Science	bblakis@kvilleps.org
Mrs. Denise Burns	6th/7th Special Education	dburns@kvilleps.org
Ms. Mary Campbell	ELL Lang. Arts/ELL Support	mcampbell@kvilleps.org
Mrs. Marcia Cisler	8th Special Education	mcisler@kvilleps.org
Mrs. Kirsti Dickinson	7th Math/Robotics	kdickinson@kvilleps.org
Ms. Kelly Hammontree	6th Language Arts/SS	khammontree@kvilleps.org
Mrs. Kelly Kievit	6th Grade Teacher	kkievit@kvilleps.org
Mrs. Renee Lahiff	Physical Education/Wellness	rlahiff@kvilleps.org
Ms. Chloe Lynch	6th-8th Grade Art	clynch@kvilleps.org
Mrs. Erin Mckay	Special Education	emckay@kvilleps.org
Mrs. Judy Miheve	7th & 8th Science	miheve@kvilleps.org
Mrs. Mariah Montano	8th Language Arts	mmontano@kvilleps.org
Mr. Michel Padilla	7th Science	mpadilla@kvilleps.org
Mrs. Alexis Popma	7th & 8th Math/Broadcasting	apopma@kvilleps.org
Mrs. Karen Rawdon	ELL Lang. Arts/ELL Support	krawdon@kvilleps.org
Ms. Megan Reynolds	6th Language Arts/SS	mreynolds@kvilleps.org
Mrs. Heather Richards	8th Math & Algebra 1	hrichards@kvilleps.org
Ms. Bethany Schutter	Choir	bschutter@kvilleps.org
Mrs. Amanda VanderMeulen	Band	avandermeulen@kvilleps.org
Mr. Jason VanderWoude	7th Language Arts	jvanderwoude@kvilleps.org
Mrs. Heidi Wickstrom	6th Science	hwickstrom@kvilleps.org
Mr. Carlos Amoros-Gutierrez	6th-8th Physical Education	cgutierrez@kvilleps.org

INTERVENTIONS:

RESTORATIVE JUSTICE IN SCHOOLS

Kelloggsville Middle School is pleased to have the restorative practices program return this school year. Restorative Practices will be available in the counseling office. Trained staff will work with students to address issues including bullying, teasing, classroom behavior, social media conflicts, etc. The purpose of this program is to build healthy relationships among students; reduce or prevent harmful behavior, resolve underlying conflicts while making individuals accountable for their behavior, and decrease student days lost to suspension.

PRIDE ACADEMIC TIME

PRIDE is a daily intervention time for all students at KMS. This class will focus on the 5 core standards of being Prepared, being Respectful, being Involved, being Dependable, and being Empathetic. Students will be participating in character building activities, academic intervention time, and team building skills. They will be utilizing the Mavin software for career exploration as well as focusing on Social Emotional Learning. Students will be receiving a credit/no credit in this class.

COMMUNICATION

Below are a few ways that we communicate with parents and tools that can be used to ensure your student's success.

Building Newsletter - The building newsletter will be emailed to you the first week of every month. In the newsletter you will find important dates, events, as well as the lunch menu. If you wish for the building newsletter to be mailed, please contact the Middle School Office.

Powerschool - Powerschool is our on-line option for parents. Here you can monitor your student's grades, lunch account balances, and email teachers. Access information will be mailed home the first week of school.

Remind.Com - Remind.Com is an electronic communication in which teachers send home text messages informing parents about upcoming tests or assignments. Teachers will send home access information at the beginning of the school year.

Robo-Calls - Robo-calls will occasionally be made in the evening informing parents of upcoming events as well when your student has any unexcused absence throughout the day.

Kelloggsville Website - The website address is www.kvilleps.org. Here you can select the Middle School tab where important information pertaining to our school is updated regularly.

Student Service Coordinators - Kelloggsville employs two full time School Service Coordinators:

Lamont Mallett - In addition to speaking to middle school administration, you are also encouraged to speak to Mr. Mallett about any academic, discipline, or attendance concerns. Mr. Mallett is also the Athletic Director at the middle school. He can be reached at 532-1575 or email him at lmallett@kvilleps.org.

Tracy Mallett - Mrs. Mallett is joining our staff this year, where she will be acting as a floating sub, supporting Mr. Mallett and the ISS/SRR room. She can be reached at 532-1575 or email her at tmallett@kvilleps.org.

Community Liaison - This position will look a little different this year as Kelloggsville has collaborated with the Kentwood Police Department to have full time support from a rotation of officers who will support KMS needs.

ACTIVITIES AND OPPORTUNITIES

Homework Help:

- * Academic PRIDE Time
- * Kelloggsville Extended Day School (KEDS): Tuesday-Thursday from 3:10-4:10
- * Start Date (TBD)

Club Opportunities:

- * Art Club * Theatre Club * Board Game Club * KMS Cares
- * Book Club * Movie Club * Karaoke Club

Leadership:

- * Student Council * Student Mentors * Principal Advisory Committee

Events:

- * 6th Grade Camps * Spelling Bee * Geography Bee

Sports:

- * 6th Grade - May be a part of the Cross Country, Wrestling, and Track teams
- * 7th & 8th Grades - Football, Basketball, Soccer, Wrestling, Cheerleading, Volleyball, Track, and Cross Country

** Please note: In order for a student to participate in any sport, a sports physical must be completed and on file in the main office. **Physicals must be dated on or after April 15, 2021.**

SCHOOL WIDE ACKNOWLEDGEMENT PLAN

KMS does its best to reward all students that follow the school behavior, attendance, and academic expectations. The staff have adopted and continue to participate in the research-based program to promote a positive school climate (PSC) for all students. Below are some of the ways that we reward our students for their choices.

<u>BEHAVIOR</u>	<u>ATTENDANCE</u>	<u>ACADEMICS</u>
Positive Postcards	Positive Postcards	Positive Postcards
Student of the Month	Student of the Month	Student of the Month
8th Grade Awards Ceremony	8th Grade Awards Ceremony	Honor Roll
On Track Community Awards	On Track Community Awards	8th Grade Awards Ceremony
End of the Year Field Trip	End of the Year Field Trip	On Track Community Awards
Monthly Rewards Assemblies	On Track Attendance Slushies	End of the Year Field Trip
PRIDE Tickets	Perfect Attendance	Monthly Rewards Assemblies
PRIDE Student of the Day		NWEA Fall and Spring Rewards
		End of the Year All A's Dinner



ROCKET PRIDE



	PREPARED	RESPECTFUL	INVOLVED	DEPENDABLE	EMPATHETIC
OFFICE	<ul style="list-style-type: none"> * Have a purpose when you enter 	<ul style="list-style-type: none"> * Address staff in appropriate tone * Use manners (please/thank you) * Listen to all staff 	<ul style="list-style-type: none"> * Offer to help 	<ul style="list-style-type: none"> * Follow through on instructions 	<ul style="list-style-type: none"> * Be aware of your surroundings * Recognize that staff is there to help
HALLWAYS	<ul style="list-style-type: none"> * Walk to next class * Get materials for class 	<ul style="list-style-type: none"> * Use a quiet voice * Hands to yourself * Listen to all staff 	<ul style="list-style-type: none"> * Help others * Keep hallway clean 	<ul style="list-style-type: none"> * Keep moving to class 	<ul style="list-style-type: none"> * Use kind words * Use appropriate language * Be nice
BATHROOM	<ul style="list-style-type: none"> * Use bathroom during passing time or lunch * Have a pass from teacher with you 	<ul style="list-style-type: none"> * Use facilities appropriately * Clean up after yourself 	<ul style="list-style-type: none"> * Report any concerns to your teacher * Report drama 	<ul style="list-style-type: none"> * Use closest bathroom * Go to and from bathroom only 	<ul style="list-style-type: none"> * Respect others' privacy
CLASSROOM & INSTRUCTIONAL AREAS	<ul style="list-style-type: none"> * Bring appropriate materials * Be ready to learn 	<ul style="list-style-type: none"> * Treat others as you want to be treated * Exhibit self control * Listen to all staff 	<ul style="list-style-type: none"> * listen attentively * participate in discussions/ activity 	<ul style="list-style-type: none"> * be on time for class * use class time wisely 	<ul style="list-style-type: none"> * respect student differences * support others' learning * Be nice
CAFETERIA	<ul style="list-style-type: none"> * Have ID ready * Find a seat and be willing to sit with someone new 	<ul style="list-style-type: none"> * Listen quietly when announcements are made * Hands to yourself * Listen to all staff 	<ul style="list-style-type: none"> * Eat a healthy meal * Engage with your peers * Bring ID for gym access 	<ul style="list-style-type: none"> * Bring ID to the lunch line * Take care of any trash 	<ul style="list-style-type: none"> * Include others * Look for people who need a friend * Be nice
LOCKER ROOM	<ul style="list-style-type: none"> * Have clothes to change into 	<ul style="list-style-type: none"> * Keep hands to yourself 	<ul style="list-style-type: none"> * Be a positive leader * Avoid conflicts * Keep the area clean 	<ul style="list-style-type: none"> * Get out into the gym on time 	<ul style="list-style-type: none"> * Be kind to others
REWARDS ASSEMBLIES/ EVENTS/ COMMUNITY	<ul style="list-style-type: none"> * Provide ID when asked * Keep grades up to maintain eligibility * Exhibit positive behavior 	<ul style="list-style-type: none"> * Cheer appropriately * Enter and exit bleachers in an orderly fashion * Represent your school positively * Listen to all staff 	<ul style="list-style-type: none"> * Volunteer * Encourage schoolmates * Show school spirit/pride 	<ul style="list-style-type: none"> * Follow through on commitments 	<ul style="list-style-type: none"> * Support those in need * Encourage each other, regardless of situation * Cheer appropriately



Kelloggsville Middle School
It's a great day to be a Rocket!!!

HIGH SCHOOL & MIDDLE SCHOOL BUS RUNS

AM Route #1 Bus #3
7:15 am Woodcreek Apts/Wing Heaven Lot
7:20 am 42nd/Milan (SW corner)
7:21 am 42nd/Dunbar (SE corner)
7:22 am Herman/Floyd (SE corner)
7:24 am Clyde Park/40th (SE corner)
7:25 am 4163 Clyde Park
7:30 am High School
7:35 am Middle School

AM Route #2 Bus #7
7:20 am 5301 Wyndtree
7:21 am Eastern/Springwood (NW corner)
7:22 am Brittany Dr/Sandhurst (NW corner)
7:23 am 56th/Kelekent (NE corner)
7:24 am 56th/Madison (NE corner)
7:26 am 54th/Claudia (SW corner)
7:31 am High School
7:36 am Middle School

AM Route #3 Bus #5
7:10 am Andover/Heyboer (NW corner)
7:11 am Heyboer/Lyles (NW corner)
7:13 am Lyles/Eastern Ave (SW corner)
7:17 am 55th St/Haughey (NW corner)
7:18 am 56th/Haughey (NW corner)
7:19 am 56th/Crippen (NE corner)
7:20 am 54th/Crippen (SE corner)
7:25 am High School
7:30 am Middle School

AM Route #4 Bus #8
7:20 am KECLC Parking Lot
7:23 am Clyde Park Marlin (Bus Stop)
7:26 am Creekside Trailer Park Office
7:31 am High School
7:36 am Middle School

PM Route #1 Bus #5 (1st)
3:05 pm High School
3:10 pm Middle School
3:15 pm Woodcreek Apts/Wing Heaven Lot
3:16 pm 42nd/Milan
3:17 pm 42nd/Dunbar
3:18 pm Herman/Floyd (SE corner)
3:20 pm Clyde Park/40th St (SE corner)
3:21 pm 4163 Clyde Park

PM Route #2 Bus #8 (2nd)
3:05 pm High School
3:10 pm Middle School
3:16 pm KECLC Parking Lot
3:21 pm Clyde Park/Marlin (Bus Stop)
3:23 pm Creekside Trailer Park Office

PM Route #3 Bus #4 (3rd)
3:05 pm High School
3:10 pm Middle School
3:14 pm 55th/Haughey (NW corner)
3:15 pm 56th/Haughey (NW corner)
3:16 pm 56th/Crippen (NE corner)
3:18 pm 54th/Crippen (SE corner)

PM Route #4 Bus #7 (4th)
3:05 pm High School
3:10 pm Middle School
3:15 pm 5301 Wyndtree
3:17 pm Eastern/Springwood
3:18 pm Brittany/Sandhurst (NW corner)
3:19 pm 56th/Kelekent (NE corner)
3:21 pm 56th/Madison (NE corner)
3:22 pm 54th/Claudia (SW corner)

PM Route #5 Bus #2 (5th)
3:05 pm High School
3:10 pm Middle School
3:19 pm Andover/Heyboer (SW corner)
3:21 pm Lyles/Heyboer (SW corner)
3:23 pm Lyles/Eastern Ave (SW corner)

RULES AND SCHOOL POLICIES

**It is a requirement that school officials must ensure that this student handbook and all of its rules and policies are implemented consistently for all students.*

ANNOUNCEMENTS

Students will be informed of various activities each morning at approximately the same time. The announcements will be read during class. Typed copies of the announcements will also be posted on the window in the main office.

ARRIVAL TO SCHOOL/DISMISSAL FROM SCHOOL

The school will be open to students at 7:30 a.m. Students who arrive before 7:30 a.m. will need to wait outside.

Once a student arrives on school grounds they are required to stay at KMS. Any student who violates our closed campus policy is subject to school consequences.

Upon early arrival, students need to stay in the cafetorium or gymnasium area until 7:50 a.m. Students **MUST** check with the office to be in the academic area prior to 7:50 a.m.

School ends at 3:00 p.m. All students must be out of the school building by 3:10 p.m. unless supervised by an adult or participating in athletics or clubs. All students will need to have arrangements to be picked up by 3:20 p.m.

ASSEMBLIES

There will be assemblies throughout the year. These assemblies are intended to improve school climate, supplement educational programs, or enhance current issues. Behavior should be appropriate to the type of assembly. A student's prior behavior and academic performance will determine his/her eligibility to attend these assemblies. If a student is not eligible, he/she will go to a supervised room during the assembly.

ATTENDANCE

Students Learn as a result of class discussion, participation and lecture. Presence in the classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students. Being absent results in a student not having the opportunity to learn from and participate in a classroom setting. Regular attendance is an important part of a student's education.

All children between the ages of six and sixteen are required by the law of the State of Michigan to attend school. It is the duty of the parent(s)/guardian(s) to see that their student is in school and on time every day. Failure to attend, except for lawful reasons, is considered truancy and is subject to legal action. The responsibility of the school is to provide instruction and to inform parent(s)/guardian(s) and proper authorities of absence from class or school.

ATTENDANCE POLICY

1. Absences

The following guidelines apply to all absences (except school-related):

- A. Prearranged
- B. Verified
- C. Excused
- D. Unexcused

2. **Prearranged Absences - Students who know that they will be absent for three (3) or more days should make arrangements prior to their absences.**

Students must make arrangements with each teacher for any assignments due while student is gone. Any test given during the absence must be made up within two calendar days of the return to school. Students will have additional time if work is unavailable prior to pre-arranged absence. Make up work must be completed in accordance with the classroom teacher and completed outside the scheduled class time.

5 or more absences:

When a student has accumulated five or more excused or unexcused absences within a semester, a letter will be sent home. When the seventh absence is reached, the parents will be contacted by office staff. When the tenth absence is reached, the student may be referred to a truancy officer. School related absences, field trips, meetings, school business, testing, and doctor's appointments (with documentation) do not count toward the ten day limit.

3. **Tardy Policy**

Students will be considered tardy when they are not in class at the start of a class period. On the third tardy, the classroom teacher will write a discipline referral for excessive tardiness. For every two subsequent tardies, there will be another discipline referral. Tardy discipline referrals will restart each quarter. First hour tardies will be marked by the office secretary when the student arrives.

4. **Unexcused Absence vs. Excused Absence**

Unexcused Absence: An unexcused absence will result when a parent or guardian does not phone (or present a note) excusing the student within 48 hours of the absence. If a student is absent and unexcused, he/she will be allowed to make up the missed work but may receive a "O" for assignments missed in each class.

Excused Absence: When a parent/guardian notifies the office within 48 hours of the absence, it is the responsibility of the student to meet with each teacher regarding his/her make up work. A doctor's note must be submitted to the school in order to verify an illness related absence. Verified absences do not count against attendance. The phone number to use to clear an absence is 532-7911. After an unexcused absence, contact will be made with the student's home notifying the guardian of the absence. Only a parent/guardian may excuse a student.

Skiping: Intentionally missing a class or day of school is not acceptable. Students who skip will be referred to the office for appropriate discipline.

5. **Leaving Class Without Approval**

Students may not leave a class without written permission from the teacher. The student will be marked unexcused and the matter will be referred to the office for appropriate discipline.

6. **Arriving Late**

Students who arrive at school after 8:00 a.m. must sign in at the Main Office to obtain a pass before going to class. After obtaining a pass, students must report immediately to class. Truancy will be filed for those students who are chronically late for school.

7. Leaving Early

If, for any reason, a student needs to leave the building during the school day, he/she must sign out in the Main Office **The parent/guardian or those persons stipulated by the parent/guardian must come into the Main Office, show the proper identification and sign the student out.** If the student returns before school is out, they must report to the Main Office and sign back in before going back to class. **No child will be allowed to leave with an adult who is not designated by the parent/guardian.** This designation is stated on the student enrollment form.

8. Illness

Students who become ill in school and do not report to class should immediately report to the office. The student will be attended to and the parent/guardian will be notified.

BICYCLES/SCOOTERS

All bicycles/scooters ridden to school are to be parked in the bicycle racks. Students are to provide and use locks for their bicycle. We cannot stress enough - **DO NOT FAIL TO LOCK THE BIKE IN THE RACK.** The school is not responsible for bicycles during the school day or left overnight. No bicycles/scooters will be stored in the office.

BREAKFAST

We will serve breakfast from approximately 7:30 – 7:50 daily.

CAFETERIA EXPECTATIONS

1. Enter the cafeteria quietly and be seated.
2. Please sit 8 students per table.
3. Quiet down for the daily announcement(s).
4. Wait until your table has been dismissed to go and get your lunch.
5. Have your ID out and form a single line to purchase food and drinks.
6. Keep your lunch area clean.
7. Raise your hand to be dismissed from your table and place all trash in garbage containers.
8. Students who do not have their ID eat after those who do have their ID, and will not be permitted in the gymnasium.

CARE OF THE SCHOOL

Students should take pride in and care of their school building, both inside and outside. Respect and Pride means keeping the building neat and clean. A student can show their pride by:

1. Throwing all unwanted papers, garbage, etc, in the wastebaskets.
2. Helping teachers clean up the floor at the end of the day.
3. Picking up anything in the halls, even if a student did not put it there, and disposing of it properly.
4. Not writing on school property (books, desks, walls, tables, chairs, lockers, etc.). Students are expected to resume the responsibility for the care of the building. If a student damages property, he/she is responsible for paying for the damage.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

CREDITS

To be considered for promotion to the next grade, students will be required to earn nine (9) out of the possible twelve (12) credits during the course of the school year. Each class is worth one credit per semester.

CRIMINAL ACTS

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang-related acts, illegal possession of a controlled substance analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

DISCIPLINE

KMS follows the adopted school wide discipline rubric. Violation of any school rules and guidelines will result in a disciplinary action of up to and including any of the following: verbal warning; written warning; time in the Student Responsibility Room; lunch detention; in-school suspension; out-of-school suspension; restriction of privileges (extra-curricular and co-curricular); or expulsion. Section 1310d, among other things, requires school officials to consider seven factors before suspending or expelling a student under sections 1310, 1311 (1), 1311 (2) or 1311a (except for students in possession of a firearm in a weapon free school zone) During this time period, the student will not be allowed to participate in any social activities such as activity nights, social outings, or non academic assemblies. A student remains on social probation for 30 calendar days from the date of the infraction. The consequences move up after each offense regardless of behavior. For minor infractions (level 1 to 3), the discipline rubric will reset each semester.

Students who have received OSS are not allowed to participate in nor attend any after school activities, such as clubs, band, choir, athletics, etc. or be on any Kelloggsville Public School grounds during the time of their suspension.

Note: School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

DRESS CODE

Students are expected to dress in a manner that is not disruptive to the educational process. Shoes must be worn at all times (no slippers). Pajamas are not appropriate. Sleeveless shirts must have a shoulder strap width of at least three fingers (no less than 2") to be acceptable. See-through tops, shirts that expose the mid-section for both males and females, shirts that represent gang colors, as well as shirts with sayings or pictures concerning alcohol, drugs, or sex on them are not acceptable. Pants with holes must have the holes below their fingertips in order to be acceptable. Sagging pants will not be tolerated. Skin tight clothing is inappropriate for school. Leggings and yoga pants can be worn as long as they are covered with a dress, skirt, shorts, or a top that is long enough to cover their behind (front and back). **Head coverings** of any kind are not permitted in school. However, administration has the right to allow head coverings for medical, religious, or other reasons as administration deems appropriate. Chains of any gauge are not permitted to secure items (i.e.: wallets, purses) to clothing, or to be worn as belts. Coats, backpacks, and purses are not to be worn in the classroom. Team uniforms are not to be worn at any time during the regular school day without prior approval from the administration. Final decisions concerning appropriateness and/or alleged violations of the dress code rest with the administration. If a student has continued dress code infractions, disciplinary action will follow, up to and including out of school suspension.

DUE PROCESS

Procedural rules and regulations for the school community: The constitutional rights of individuals assure the protection of due process of law. Therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.

Every effort shall be made by school personnel to resolve problems in cooperation with the student and his/her parents or guardians. Note: No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern.

A student must be given an opportunity for a hearing with the appropriate school administrator if the student's parent or guardian indicates the desire for such a hearing. The purpose of this hearing will be to allow the student and/or parent/guardian to:

1. Contest the facts which may lead to disciplinary action or
2. Contest the appropriateness of the sanction imposed by a disciplinary authority if the student and the parent or guardian alleges prejudice or unfairness.

ELECTRONICS AND SOCIAL MEDIA

On-Campus

Electronic devices such as radios, MP-3 players, i-pods, stereos, two-way radios, cell phone, video games, etc., are not allowed during school hours, 8:00 – 3:00. Laser pointers are not acceptable at any time. Cell phones must remain in the student's locker between the hours of 8:00 - 3:00. Possession of a cell phone in a classroom without permission or on any student in the hallway or common areas of building is not permitted. If we see any items on the list during the school day, they will be confiscated. First offense – student can pick up after office talks to parents. Second offense - a parent must pick up. If a device is taken for the 3rd time, KMS reserves the right to keep the device until Friday afternoon of the week it was taken. Lost or stolen items are not the responsibility of the school. Using an electronic device at any time to record aggressive behavior will not be tolerated and are subject to severe consequences on the discipline rubric. No recording devices are permitted in any restroom, locker room, or other location where students and staff "have a reasonable expectation of privacy." Also, "**sexting**" is the electronic transmission of sexual messages or pictures, usually through cell phone and text messaging and is prohibited on school property and at school functions. Such conduct not only is potentially dangerous for the involved students, but could lead to unwanted exposure of the messages and images to others, and could result in criminal violations

Off-Campus

Students may possess personal or electronic devices and electronic storage devices at school sponsored events and school vehicles, given its use is not a disruption or distraction to the educational process. Administration reserves the right to confiscate items or provide consequences for actions that interfere with the school environment, even if actions occur outside of school.

FERPA - The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records.

These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
 - Parents should submit to the School principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent believes are inaccurate.
 - Parents may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent, the School will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment.
 - Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - An exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. This includes a student's disciplinary record including any suspension or expulsion action against the student.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.
 - The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
www.ed.gov/offices/OM/fpc, FERPA@ED.Gov and PPRA@ED.Gov

FIRE AND TORNADO DRILLS

Periodic fire and tornado drills will be held during the school year. These drills can be run by the school or the fire department without advance notice. Any tampering with fire boxes or fire extinguishers could endanger someone's life, and you could be held liable for any damage. Improperly activating a fire alarm is a violation of federal law and authorities will be notified and severe discipline consequences will also result.

FREEDOM OF SPEECH, ASSEMBLY, AND TO PUBLISH

Freedom of speech and assembly

1. Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. Personal attacks and the use of profanity or obscenities are prohibited.
2. Students have the freedom to assemble peacefully. Conducting demonstrations which interfere with regularly scheduled school activities is inappropriate and prohibited.
3. EEA-198 (Equal Access Act) In compliance with the Equal Access Act of 1984, the following guidelines exist for requests by student groups to have access to the building during non instructional time:
4. The student group requesting use of the facility shall have been initiated by students;
5. As a limited open-forum, all student groups shall be open to all students in the school
6. The activity of the group shall in no way materially and/or substantially interfere with the orderly conduct of educational activities.

Freedom to publish

1. Students are entitled to express in writing their personal opinions. The duplication of such materials on school equipment should not be done without permission from school officials. Neither should its distribution interfere with or disrupt the regularly scheduled activities of the school.
2. Students who edit, publish or distribute handwritten, printed or duplicated materials among their fellow students within the school must assume responsibility for the content of such publications.
3. Libel, profanity, obscenity and personal attacks are prohibited in all publications.

GANG ACTIVITY

Display of gang-related clothing, hand signs, graffiti, behavior, or any other indication of gang membership or activity is not permitted. Corrective action may include parent/guardian notification; possible police referral; possible suspension or expulsion from school.

GRADING SCALE

KMS uses the following uniform academic grading scale for all classes in grades 6, 7, and 8:

<u>Percent = Grade</u>	<u>Percent = Grade</u>	<u>Percent = Grade</u>
93-100 = A	80-82 = B-	67-69 = D+
90-92 = A-	77-79 = C+	63-66 = D
87-89 = B +	73-76 = C	60-62 = D-
83-86 = B	70-72 = C-	Below 60=E or Fail

HALL CONDUCT

An orderly atmosphere is essential in the hallways. The following rules should be obeyed for the student's personal welfare as well as for the common good of the entire school. When the rules are not followed, lunch detentions will be given.

1. Keep your hands to yourself.
2. **Walk**, don't run in the building.
3. Keep stairwells and doorways open so that traffic flow is not impeded. Keep to the right when going up or down stairways.
4. Move quickly and quietly between classes.
5. Respect all individuals at school.
6. Inappropriate public displays of affection are not allowed.

HALL PASSES

When it is necessary for a student to be in the corridors during class hours, he/she must carry a hall pass that indicates their destination. **A student will also need to have teacher permission in order to utilize the media center during lunch periods.**

HARASSMENT

It is a violation of the law and of school rules for any student or staff member to harass or intimidate another student, a staff member, or any other person in the school environment. If a student is the victim of any unwanted sexual actions or comments, physical harassment (including having one's pants pulled down), derogatory statements, or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office or any staff member. All reports shall be kept confidential and shall be investigated promptly.

Hearing and Vision Screening - Hearing and vision testing for all grade levels will be determined per State of Michigan/County funding. A KMS staff member will make contact with all families to arrange these screenings.

HONOR ROLLS

Any student who has a "B" average or better is eligible for the "Academic Honor Roll". Any letter grade of lower than a "C-" will automatically remove a student from the honor roll. In order for a student to be on the "Behavior Honor Roll", he or she must have no documented discipline referrals for any reason.

Students will be eligible for the end of the year honor roll reward, if they have been on the academic honor roll as well as have had no documented discipline referrals for any reason from the date of enrollment to the day of the reward. The academic and behavior honor roll lists are posted at the end of each marking period.

IDENTIFICATION CARD POLICY

All persons must, upon request, identify themselves to school personnel in the building, on school grounds or at sponsored events.

The ID card will be provided to the student free of charge at the beginning of the school year, or whenever the student first enrolls at KMS. If a student loses, destroys, damages, and/or defaces the ID card, then the student will be required to purchase a new ID card from the media center. **Student ID cards must be used to check a book out from the media center or record their lunch purchase.**

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from the State immunization requirements. If a student does not have the necessary shots or waivers, administration may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the KMS administration.

Limited English Proficiency - Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is therefore, the policy of Kelloggsville Public Schools that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District.

LOCKERS AND SEARCH AND SEIZURE POLICY

Lockers are the property of the school. They are assigned to students for their convenience and for purposes of storing supplies, purses, coats, and other items essential for the formal educational process. Periodic locker checks are designed for the purpose of ensuring school safety and student welfare. These lockers will be inspected according to legal guidelines. Please report damaged or non-working lockers to the office immediately. **STUDENTS MUST USE THEIR OWN LOCKER. DO NOT SHARE. DO NOT GIVE THE COMBINATION TO ANYONE.** Students are responsible for their own locker inside and out. The school is not responsible for items stolen from lockers, DO NOT keep any valuables or money in the locker.

The following rules apply to the search of school property (lockers, books, equipment) assigned to a specific student and automobiles (vehicles under Michigan Vehicle Code) while parked on school-owned property.

1. General searches of school property may be conducted at any time. Usually this will take the form of locker inspection.
2. There should be reasonable cause for authorities to believe that the possession of improper items constitutes a crime or rule violation.
3. Search of an area assigned to a student should be for a specific item.
4. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
5. Items which are used to disrupt or interfere with the educational process may be removed from student's possession.
6. Items removed from lockers during locker inspection will be held in the office and the student will be notified of items removed as soon as is practical.
7. Students suspected of possession of illegal items in their automobile while on school property are subject to search and seizure as well as obedience of Michigan Vehicle Code and municipal laws governing such possession.

Please Note: Students will be issued a lock for their locker in the physical education locker room. If a lock is lost or if a student fails to turn in the correct lock, they will be charged \$5.00.

LOST AND FOUND

All lost articles may be claimed in the middle school office and/or in the locker room. Articles found should be turned into the office, and losses reported to the office so that items can be returned to the proper owner. Periodically throughout the year all lost and found items will be donated to a worthy charity. Students will be informed prior to the items being donated.

LUNCH PERIOD

Students will eat lunch by grade level. When students are released from class to go to lunch, they should report directly to the cafeteria. KMS has a "closed" lunch program. Students are to stay on school grounds during lunch and are not allowed to receive outside food from anyone.

MEDIA CENTER

The media center houses a large collection of books, magazines, and other materials that are available for use by all students and teachers. The media center staff is available to assist classes and individual students with various class projects. Students are entitled and encouraged to use this facility for both reference work and leisure reading. The general rules of the media center are as follows:

1. If a student is coming from a classroom or during the lunch hour, he/she must have a pass signed by the teacher. A pass will be given by the media center when the student returns to class before the end of the period.
2. Books may be checked out for a period of two weeks. These materials may be renewed for another two week period if needed.
3. Lost books are the student's responsibility. The media center's purchasing cost of the book must be paid by the student. Damaged books are appraised and a repair cost is assigned.
4. No food, drink or gum is allowed in the media center in order to prevent damage to books and other resources.
5. Students must have an ID card to check out media center materials.

MEDICATION

If it is necessary for a student to take a prescription and/or nonprescription medication during the school day, the following guidelines must be followed:

1. Medication must be brought in the original container and supplied by the parent/guardian.
2. A signed permission form for each medication must be completed and kept on file by the parent(s)/guardian(s) and a physician in the case of a prescription drug, allowing school personnel to administer.

All medications will be stored and dispensed in the main office. **Bringing medications to school is the responsibility of the parent/guardian.**

NOTICE OF VIDEO SURVEILLANCE OF DISTRICT/SCHOOL FACILITIES

The Board of Education has installed video cameras on District Property (Buildings, Buses, etc . . .). If a student misbehaves and his/her actions are recorded, the recording may be used as evidence. Recordings are considered part of the student's record and can be viewed in accordance with federal law.

PARENTAL COMMUNICATION

Our newsletter called the Middle School Monthly is emailed at the beginning of each month. These newsletters contain a lunch menu for the month and other important information for students and their parents.

Parents are also able to check their student's grades online with Powerschool. Access information is mailed home at the beginning of the school year.

Parents can also sign up to receive teacher notification texts regarding upcoming assignment or test dates by using Remind.com. Teachers will also send home sign up information at the beginning of the school year.

Report cards are issued at the semester and are mailed to parent(s)/guardian(s) approximately one week after the end of the semester. Notifications of any outstanding fines are mailed home with the final report card.

PLAGIARISM/CHEATING

It is understood that all academic work a student submits is the result of the student's own work. When a student submits work claimed to be his or her own, but which in any way borrows ideas, organization, wording, or anything else from the source without an appropriate acknowledgment of that fact, the student is guilty of plagiarism. Plagiarism may take many forms. In general, however, it can be defined as presenting as one's own, the words, work or opinions of someone else. Plagiarism occurs when such a sequence of ideas is transferred from the source(s) to a paper without the written acknowledgment of that source and/or author(s).

Students commit plagiarism if they submit as their own work:

1. Part or all of an assignment copied or paraphrased from another source, such as a book, a magazine, website, manuscript, etc. without written acknowledgment.
2. Material prepared by another person or organization without written acknowledgement.
3. The sequence of ideas, arrangement of material, or thought-pattern of someone else without written acknowledgement.

You are an accomplice in plagiarism and equally guilty if you:

1. Willingly allow your paper, in outline or finished form, to be copied and submitted as the work of another.
2. Prepare a written assignment for another student and allow it to be submitted as his/her own work.

When in doubt as to the criteria for writing and reports and papers, it is the student's responsibility to consult with the instructor(s) beforehand who will receive the finished work.

If a student is found to have committed plagiarism or cheating, **any or all** of the following consequences may result:

1. The student may receive disciplinary action.
2. The student may fail the test, paper, and/or project in question.
3. The student may be required to resubmit the work and/or to do additional work; he/she may or may not receive credit/points for the additional work.
4. The student may fail the marking period and/or the semester.

PROPERTY

The State of Michigan has passed legislation which makes parents/guardians financially liable for property damage by vandalism or negligence. This includes all school property, furniture, and textbooks.

SAFETY CONCERNS

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

SCHOOL CLOSINGS

In the event of inclement weather or mechanical breakdown, school may be closed or delayed. Please look for **Kelloggsville Public Schools** closing information via the TV, radio, or internet

SCHOOL COUNSELING DEPARTMENT

School counseling services are available to all students. The services include individual and group counseling for personal and academic problems, test score interpretations, providing career information, helping to develop good study habits, and schedule changes. Students may not leave class to go see the counselor(s) without permission from either the teacher or the counselor.

SCHOOL RULES

KMS is committed to ensuring a safe and positive environment conducive to learning in which students can achieve to the best of their ability. The whole school must work cooperatively as a team in order to accomplish this goal. Therefore, KMS is asking students for their support, involvement, cooperation and assistance. The school needs rules and methods of operation to best achieve its goals just as a community or city does.

School-wide policies for positive reinforcement and acknowledgment of good citizenship are practiced at KMS. However, when rules that infringe on the rights and safety of others are broken, corrective steps must and will be taken. The school will inform parent(s)/guardian(s) when necessary and will seek their help and support. The Student Responsibility Room is part of this program. Others may include in-school and out-of-school suspensions.

In accordance with the Kelloggsville Public School Board Policy, Kelloggsville Public Schools has established a policy whereas bullying or other aggressive behavior toward a student, whether by other students, staff or third parties, including board members, parents, guests, contractors, vendors and volunteers is strictly prohibited.

The policy also includes "Cyberbullying". Cyberbullying includes any threats, slanderous comments or other bullying behavior occurring online or through other electronic means and having a negative effect on the school environment will be subject to school discipline. For a full explanation of this policy, please see Kelloggsville Board of Education Policy Number 5517.0 and 5517.01.

Aggression, and Mean Behavior

Bullying - is defined as a person willfully and **repeatedly** exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three.

Aggression - is defined as any gesture, word, or action that hurts a person's body, feelings, friendships, reputation, or property. "Harassment" is a form of aggression that results in the creation of a hostile, intimidating, discriminatory, or offensive school environment.

Mean Behavior - is the same as aggression. Whether it's meant or not, it's not how you see it, but how they feel it!

Any student who believes he/she has been a victim of bullying, hazing, or other aggressive behavior at school should immediately report the situation to the principal or assistant principal. They may also report it to a teacher or counselor who in turn will notify the appropriate administration. The term "at school" applies to activities on District school property, in a school vehicle and those occurring off school property if the student 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. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. All instances will be investigated by school administration. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. The action taken may include expulsion for students if the behavior continues despite previous interventions. Furthermore, any student who submits false reports of bullying or is proven to have made false accusations, will be subjected to the same disciplinary action.

Major offenses that will not be tolerated at KMS include: hitting, play fighting and other types of physical abuse; throwing of objects such as books, rocks, or snow with the intent to harm or with disrespect for safety; defiance of rightful authority; repetition of minor offenses and/or continuous disruptive behavior; disrespectful and abusive language; obscene or disrespectful gestures toward authority figures; possession of pornographic materials; possession of tobacco in any form;

possession of weapons; willful destruction or defacing of school property; harassment (verbal or physical); being in inappropriate areas at inappropriate times. In addition, any sign of disrespect from a student in the handling of a disciplinary matter will result in automatic school consequences. The above offenses may result in school suspensions. This list is not meant to be all-inclusive. Other infractions will also result in corrective measures being taken. Conduct to and from school, in the lunchroom, on school property or at events is also included under this policy.

SCHOOL SPONSORED EVENTS

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school officials. Security Cameras/recordings

SKATEBOARDS/ROLLERBLADES

Once students arrive on school grounds, they need to remove their body from their skateboard or take off their rollerblades and carry them into the building. Anyone violating this rule will have the item confiscated.

STUDENT INSURANCE

A voluntary insurance program is available to you at the beginning of the school year for a nominal fee. Protection includes traveling to and from school, and participating in school activities.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Code of Conduct Policies and Procedures for Suspension/Expulsion by the Board of Education - Kelloggsville Public Schools

The Board of Education of the Kelloggsville Public Schools recognizes the following:

1. That the primary intent of society in establishing the public schools is to provide an opportunity for learning.
2. The students have full rights of citizenship as expressed in the United States Constitution, The Constitution of the State of Michigan, the School Code and other laws passed by the legislature of the State of Michigan.
3. These citizenship rights must not be abridged, obstructed or in other ways altered except in accordance with due process of law.
4. Education is one of these citizenship rights.

It is a violation of law and of school rules for any student to **harass** or intimidate another student or staff member. If a student is the victim of any unwanted sexual actions, physical harassment, or comments of a derogatory nature concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the Principal or the Assistant Principal as soon as possible. All reports shall be kept confidential and shall be investigated as soon as possible. Corrective action may include: parent notification; school disciplinary measures; police referral; possible suspension or expulsion from school. Harassment may also occur online through various websites or through email. School administration will handle these infractions on an individual basis with consequences including suspension and/or expulsion.

SUBSTITUTE BEHAVIOR

We expect all students to behave appropriately for guest teachers. Any name left by a substitute teacher for misbehavior will result in a discipline referral.

TELEPHONE USAGE

There is a student telephone in the main office. **This telephone is available for emergency, school-related business before and after school only.** If a student is ill and wants to call home, a teacher will send them to the office with a pass for permission to use the phone. **NO STUDENT WILL BE ALLOWED TO LEAVE THE BUILDING WITHOUT FIRST CONTACTING A PARENT OR THOSE PERSONS STIPULATED BY THE PARENT/GUARDIAN.**

TRANSPORTATION REGULATIONS

Bus transportation is provided for a selected number of students who qualify under school district policy. Students who use buses for travel to and from school and/or to off-campus events shall be governed by general district rules and regulations and by the rules for bus conduct. Violation of the rules may result in suspension of bus riding privileges.

Responsibility of the Parents

1. To ensure that their children arrive at the bus stop on time in the morning.
2. To provide necessary protection for their children when going to and from the bus stops.
3. To accept joint responsibility with the school authorities for proper conduct of the children.
4. To make a reasonable effort to understand and cooperate with those responsible for student transportation.

Responsibility of the Students

1. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
2. To warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
3. To be in the place designated both morning and evening ready to board the bus at the time shown on the schedule. (The driver is responsible for the maintenance of this schedule and CANNOT wait for late children.)
4. To stay off the traveled roadway at all times while waiting for a bus.
5. To wait until the bus has come to a stop before attempting to get on and off.
6. Keep hands and head inside the bus at all times.
7. Report to the driver at once any damage to the bus.
8. Help keep the bus clean.
9. Do not eat on the bus.
10. Shouting, screaming, vulgar talk, running, fighting and pushing are not permitted.
11. To cross a traveled road after leaving the bus:
 - A. Make certain the bus is stationary
 - B. Go to the front of the bus within sight of the driver and wait for a signal for crossing.
 - C. Wait for a signal from the bus driver. Then, look both to the right and left and proceed across the road in front of the bus.

Transfers - Parents/guardians must notify the Principal about plans to transfer their child to another school. Transfers will be authorized only after the student has completed the arrangements, returned all school materials and paid any fees or fines that are due. School records will be sent to the new school once KMS has received the proper paperwork. School officials are required to transmit disciplinary records including suspension and expulsion actions against the student.

VISITORS

Students are not allowed to bring student visitors to the middle school or its related functions such as dances/activity nights. Parent(s)/Guardian(s) are welcome to visit our school at any time. However, it is recommended that parents call the office in advance of their visit. Parent(s)/Guardian(s) must report first to the office, sign in, and receive a visitor's pass.

WITHDRAWALS AND TRANSFERS

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent/guardian. Textbooks, library books, PE lock and all other KMS property must be turned in. Lockers must be cleaned out and all other fines paid before the student withdraws.

Continuum of Expectations – KMS

	Behavior	Level One	Level Two	Level Three	Level Four
	0. Tardiness: The third tardy in a marking period per class will result in a discipline referral. Every two subsequent tardies will result in another referral. A student will be considered tardy when they are not in class at the start of class. A student will not be marked tardy if they have a pass unless otherwise stated.	<ul style="list-style-type: none"> Parent contact by teacher Disc. Intervention Report Student schedules make up time with teacher. 	<ul style="list-style-type: none"> Parent contact by teacher Disc. Intervention Report Student schedules make up time with teacher. 	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. Disc. Intervention Report 1 Lunch Detention 	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. Disc. Intervention Report 2 Lunch Detentions
MINOR	1. Cell Phone Infraction: Cell phones must remain in student lockers between the hours of 8am – 3pm. Possession of a cell phone in a classroom without permission, or on any student in the hallway or common areas of building is not permitted.	<ul style="list-style-type: none"> Parent contact by teacher for pick up at end of the day. Disc. Intervention Report 	<ul style="list-style-type: none"> Parent contact by teacher for pick up at end of the day. Disc. Intervention Report 1 Hour of SRR 	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. for pick up on Friday P.M. Disc. Intervention Report 1 Hour of SRR 	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. for pick up on Friday P.M. Disc. Intervention Report P.R.I.D.E. Matrix Re-Teach Up to loss of phone on campus
	2A. Moderate Insubordination: Failure to or carry out a reasonable request by a staff member, failure to comply with school dress code/school rules, or other.	<ul style="list-style-type: none"> Teacher Interventions Parent contact by teacher Disc. Intervention Report Teacher Warning/Consequences 	<ul style="list-style-type: none"> Teacher Interventions Parent contact by teacher Disc. Intervention Report Teacher Warning/Consequences 	<ul style="list-style-type: none"> Office Referral Teacher Interventions Parent contact by Admin. Disc. Intervention Report P.R.I.D.E. Matrix Re-Teach 1 Hour of SRR 	<ul style="list-style-type: none"> Office Referral Teacher Interventions Parent contact by Admin. 1 Hour of SRR Behavior Contract warning
	2B. Moderate Disrespect: Name calling, inappropriate attitude, rude gestures, swearing, throwing objects, or other.				
	3A. Moderate Physical Contact: Hitting, pushing, shoving, grabbing, tripping, slapping, poking, kicking, play-fighting or any physical contact. 3B. Moderate Intimidation and Mean Behavior: Antagonizing, social alienation, exclusion, emotional blackmail, directed profanity or any other harmful behavior.	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. Disc. Intervention Report P.R.I.D.E. Matrix Re-Teach OR Possible Referral to Restorative Justice 	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. Disc. Intervention Report 1 Hour of SRR with Restorative Justice Behavior Reflection 	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. Disc. Intervention Report Up to 2 Day ISS with Restorative Justice Reflection 	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. Disc. Intervention Report Up to 3 Days ISS Behavior Contract warning Possible Referral to Restorative Justice
MAJOR	4A. Severe Insubordination: Directed profanity, blatant disregard of reasonable request, leaving classroom or building without permission or any failure to comply with an adult. *Consequences for skipping will be determined on an individual basis by KMS administration.	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. Disc. Intervention Report P.R.I.D.E. Matrix Re-Teach OR Possible Referral to Restorative Justice 	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. Disc. Intervention Report 1 Hour of SRR OR Possible Referral to Restorative Justice 	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. Disc. Intervention Report Up to 1 Day ISS AND Possible Referral to Restorative Justice 	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. Disc. Intervention Report Up to 3 Days ISS Behavior Contract warning Possible Referral to Restorative Justice
	4B. Severe Disrespect: Blatant inappropriate attitude, talking back to staff, being sent out of class despite multiple teacher interventions				
	5A. Severe Physical Contact: Physical fighting, spitting, or behaviors that might injure others.	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. Disc. Intervention Report Restorative Justice Referral Possible Police Referral 3-10 Days OSS/ISS (6th gr.) 5-10 Days OSS/ISS (7th gr.) 7-10 Days OSS/ISS (8th gr.) 	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. Disc. Intervention Report Parent Meeting Required Possible Police Referral Behavior Contract Up to 10 Days OSS/ISS Restorative Justice Referral 	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. Disc. Intervention Report Parent Meeting Required Possible Police Referral Refer to Behavior Contract Restorative Justice Referral 	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. Disc. Intervention Report Parent Meeting Required Possible Police Referral Possible Expulsion Referral Restorative Justice Referral
	5B. Severe Intimidation and Harassment/Bullying: Racial, ethnic, sexual, religious, gender or gender identity, or other forms of severe harassment, intimidation, or extortion (includes gossip/rumors of a more serious nature).				
	6. Severe Offenses: Vandalism, possession of weapons, stealing, gang activity, fireworks, illegal substances (tobacco and/or tobacco like), or other behaviors that violate State statutes.	<ul style="list-style-type: none"> Office Referral Parent contact by Admin. Disc. Intervention Report Immediate Investigation with up to 10 Days OSS/ISS Possible Expulsion Referral 			

* The Major consequences move up after each offense and are tracked all year. Minor Infractions 1-3 will reset each semester.

2022/2023