

Allendale Middle School
STUDENT HANDBOOK



2021 – 2022

Allendale Middle School
7161 Pleasant View Ct.
Allendale, MI 49401
Telephone: (616) 892-5595

Daily Class Schedule

<u>6th Grade</u>				<u>7th Grade</u>				<u>8th Grade</u>			
1st Hour	7:28	8:29	60	1st Hour	7:28	8:29	61	1st Hour	7:28	8:29	61
2nd Hour	8:32	9:33	60	2nd Hour	8:32	9:33	61	2nd Hour	8:32	9:33	61
3rd Hour	9:36	10:37	60	3rd Hour	9:36	10:37	61	3rd Hour	9:36	10:37	61
Lunch 1	10:37	11:07	30	4th Hour	10:40	11:07	27	4th Hour	10:40	11:43	63
4th Hour	11:10	12:13	63	Lunch 2	11:07	11:37	30	Lunch 3	11:43	12:13	30
5th Hour	12:16	1:17	60	4th Hour	11:40	12:13	33	5th Hour	12:16	1:17	61
6th Hour	1:20	2:21	60	5th Hour	12:16	1:17	61	6th Hour	1:20	2:21	61
				6th Hour	1:20	2:21	61				

Half Day Schedule

1st Hour	7:28	8:00	32
2nd Hour	8:03	8:34	31
3rd Hour	8:37	9:08	31
4th Hour	9:11	9:42	31
5th Hour	9:45	10:16	31
6th Hour	10:19	10:50	31

Allendale Middle School

2020-21 Staff

Mr. Travis Plain- Principal
Mr. Chuck Bailey- Assistant Principal
Mrs. Amy Vissers- Secretary
Mrs. Shannon Snyder- Secretary
Deputy Ortman- School Officer
Mrs. Deb Oros- Media Center

Mrs. Jessica Woodard-Roberts- Special Ed. Director
Mrs. Joanna Higgins- Special Ed. Secretary
Mrs. Erin Pando-Psychologist
Mrs. Arica Adams- SE Social Worker
Mrs. Ann MacDhubhain - GE Social Worker

MATH TEAM

Mr. Joel Boersen
Ms. Lauren DeGraw
Mr. Brian Harraburda
Ms. Audra Murphy
Mr. David Riley
Mrs. Meghan Slotman
Mr. Steve Schaner

ENGLISH TEAM

Mrs. Vicki Apel
Mr. David Bishop
Mrs. Lindsey Davies
Mr. Brian Harraburda
Mrs. Jennifer Kushion
Mrs. Marcy Elliott

SCIENCE TEAM

Ms. Christine Kelly
Mr. Keith Piccard
Ms. Hannah Rose
Mrs. Emily Utting

SOCIAL STUDIES TEAM

Ms. Melanie Adema
Mr. Raymond Callahan
Mrs. Shelley Jourden
Mr. Adam Spence

EXPLORATORY TEAM

Mrs. Lynne Burns – Spanish
Mr. Didier Couvelaire – ESL
Mrs. Taylor Evans - Health/P.E.
Mr. Kevin Langejans – Band
Mrs. Carrie Lipinski – Spanish
Mr. Shawn McMaster – Computers
Mrs. Leslie Roberts – Art
Mr. Scott Walstra - P.E.
Mr. Adam Wurst – Choir

SPECIAL EDUCATION

Mrs. Jennifer Blaha
Mr. Myles Jude
Mrs. Tricia Maday
Ms. Rhonda Wilson

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Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies and state and federal statutes and regulations.

To review all Board policies, please visit:

<https://www.allendale.k12.mi.us/district/boardofeducation/policies/>

If you have questions or concerns about a situation at school, please follow this recommended course of action:

1. Discuss your question or concern with the student’s teacher. This should be done as soon as possible. Each teacher has a planning period during the day in which he or she is available to talk with you.
2. If you feel you have not received a satisfactory answer or solution, contact the Principal.
3. If the Principal does not resolve the matter to your satisfaction, the next step is a meeting with the Superintendent.
4. The final step, if necessary, is to request an appearance before the Board of Education. If you wish to address the Board, it is best to notify the Superintendent in writing five days before the Board is scheduled to meet, explaining in your letter the problem or concern you wish to discuss.

Regular Board meetings are held the second Monday of each month. The Board will also listen to public comments at the designated time on the agenda.

Help Break the Language Barrier

We are seeking to identify students whose home language is other than English. If you are the parent/guardian of such a child/ward – who is not in our present ESL Program and lives in the Allendale Public School District – please send your child's/ward's name to:

Allendale Public Schools
10505 Learning Lane
Allendale, MI 49401
(616) 892-5570

Ayude A Eliminar Las Barreras Del Idioma

Estamos tratando de identificar estudiantes que hablan otro idioma en sus hogares además del inglés. Si Ud. Es el padre o guardián del niño(a) – si el niño (a) no están inscritos en el programa ESL – favor de enviar el nombre de su niño (a) y el nombre de la escuela que asiste:

Allendale Public Schools
10505 Learning Lane
Allendale, MI 49401
(616) 892-5570

Notice of Nondiscrimination

The Allendale Public School District does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, weight, or any other characteristic protected by law in its programs and activities. Allendale Public Schools is committed to providing an environment for employees and students that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, religion, creed, marital status, veteran status, sexual orientation, height, weight, disability, or any other legally protected characteristic will not be tolerated. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Title IX and Civil Rights Coordinators
Dr. Julia Reynolds
Troy VanderLaan
Allendale Public Schools
10505 Learning Lane
Allendale, MI 49401
(616) 892-5570.

CRISIS RESPONSE PLAN

Our school system has a crisis response team composed of teachers, administrators, the middle school counselor, the school social worker, and the school psychologists. In the event of a traumatic incident that directly impacts students, the crisis response team will meet to determine our response. There are four main goals that will be addressed immediately.

1. Provide students with accurate information regarding the event.
2. Provide an opportunity for questions and answers.
3. Provide an opportunity to begin the process of talking about the event; their thoughts and feelings.
4. Have teachers identify the most affected students that need additional support.

Students most affected might be referred to a group or seen individually for a “debriefing.” Debriefing is the process of talking through the event; the facts, thoughts, emotional reactions, and physical reactions to it. Information about normal stress reactions and possible stress management techniques would be provided during this process. This is the first step toward the healing process. Only staff trained to facilitate this process will be involved.

Within one school day, parents will be provided with information about the event and whether their child was involved in a debriefing. Additional counseling could occur if parent permission is obtained. If you have any questions or concerns about the crisis response plan, please contact the building administrator.

ATTENDANCE

Attendance Philosophy:

Attendance in class is directly related to success in school. Participation in classroom activities, discussions, and certain other interactions are all necessary ingredients of the learning process and cannot take place when students are absent from class. Although a teacher may allow homework assignments, tests, and quizzes to be made up, the learning that takes place in the classroom – both formal and informal, cannot be recaptured.

Responsibility of Students and Parents:

Parents and students must ensure regular student attendance. Students must be healthy enough to attend school. If a child has a temperature of 100.4 degrees Fahrenheit or above, they must stay home from school. If students are found to have a temperature of 100.4 degree Fahrenheit or above while at school, parents will be contacted to pick up the student.

If it is necessary for a student to be absent from school, parents are to email or call the middle school office (892-5595) on the day of the absence. Office hours are 7:00 a.m. to 3:00 p.m. Messages can be left on the voicemail system if we are unable to answer your call. The message should specify the dates of the absence and the reason for the absence.

Attendance Requirements

1. Students with 11 or less absences at the end of the semester will receive the grade earned in the class.
2. Students who accumulate 12 or more absences in a class during a semester may be given a grade of "X" (no credit due to excessive absences), unless the student can demonstrate sufficient knowledge to earn a letter grade.
3. Students must show that they have mastered the course content by passing the exam.
4. Absences that are exempt are as follows:
 - a. illness absence with doctor's documentation
 - b. recovery from accident
 - c. required court attendance
 - d. professional appointments
 - e. death in the immediate family
 - f. observation or celebration of a bona fide religious holiday
 - g. Such other good cause as may be acceptable to the Principal.
5. If circumstances not covered above warrant it, a student who is denied credit in a class due to excessive absences will be allowed to appeal the loss of credit (see appeal procedure).

What a Student Should Do When Absent from School

1. Have his/her parent or guardian email or call the middle school office (892-5595) on the day of the absence. Office hours are 7:00 a.m. to 3:00 p.m. Messages can be left on the voicemail system if we are unable to answer your call. The call should specify the exact dates of absences (including the half days) and the reason for the absence.
2. Written absence excuses from home will not be acceptable unless special circumstances warrant them.
3. Students have 48 hours in which to get an absence excused. This includes the day of the absence and the following day.
4. An absence can only be excused by a parent or legal guardian, unless special circumstances warrant the situation, no matter the student's age.

Excused and Exempt Absences

1. Medical or dental related- Absences related to a medical procedure appointment or illness will be considered exempt absences, as long as documentation from your doctor or dentist is provided for the days missed.
2. Funeral- The death of an immediate family member. Must be communicated by parent or guardian.
3. Vacation- If the student has provided the Pre-Approved Absence Form to the office, and prior communication has been made with administrators/office staff/teachers.
4. School Related- A job shadow, college visit, field trip, other event that is educational or pertains to Allendale Middle School. Proper communication is required.
5. Suspensions will not count towards a student's allowed number of absences.

Unexcused Absences

1. All absences that are not excused will be considered unexcused.

Leaving School

- Once a student reports to school in the morning he/she should not leave school grounds without permission from either the principal or his/her designee.
- The request for permission to leave must come from the student's parent/guardian in either an email or written signed and dated note, which gives the time and reason for the student to leave or by a phone call which provides the same information. Students are not to go home unless the office is able to contact either their parents or another responsible adult.
- If a student leaves school without permission, disciplinary action up to suspension may be in order.

Students who become sick or injured during the school day are to notify their teacher and report to the office. Phone contact with a parent/guardian will be attempted. Failure to get a hold of the student's parent/guardian may require the school to call 911. School personnel are not allowed to give any medical treatment other than immediate first aid. In case of serious emergencies, students may be referred to a doctor, but only when parents have authorized such action by completing the Emergency Medical Authorization Permit.

Extended Absence Form

Students must complete a Pre-Approved Absence Form if they are going to miss school for more than two days. This form must be signed by all teachers, and the principal, as well as parent/guardian. The teacher's signature indicates knowledge of the extended absence, and parent/guardian's signature excuses the days the student will miss. It is the responsibility of the student to make up the work that he/she missed; not doing so could reduce his/her grade in each class. This form should be turned in to the office a minimum of two days prior to the absence.

Tardy Policy

Students are expected to be in their classroom when the tardy tone sounds. Any student who arrives to class more than 5 minutes late, may be considered absent.

1. Classroom teacher will keep a record of tardies.
2. On the 4th, 5th and 6th tardy to the same class, the student will be assigned a detention.
3. When a student is tardy to the same class 7+ times in the semester, the student will be assigned to Saturday detention for this and each subsequent tardy.

Absence Notification Procedure

1. 4th Absence – A courtesy email will be sent home notifying the parents of the number of absences in each class. Parents will be requested to contact the principal to discuss their child's attendance.
2. 7th Absence – An email will be sent to parents informing them that their child has exceeded the absence limit and is in jeopardy of losing credit.
3. 10th Absence- Attempt to schedule a meeting with parent/guardian, student and Assistant Principal.
4. 12th Absence- Truancy will be filed.

HOMWORK POLICY

A student who has an excused absence is permitted to make up the work he/she has missed. It is the student's responsibility to meet with the teacher the first day back to school to get the missed assignments. Homework is due at the next meeting of the class or at the teacher's discretion.

All homework must be turned in by the due date established by the teacher.

Students with excused absences will be given a number of school days equal to the number of days absent to complete make-up assignments. Homework, major projects, and tests assigned prior to the absence will be due or made-up on the day of return unless other arrangements are agreed upon with the teacher. It is the student's responsibility to find out what was missed during the absence. Students or parents may call and/or email the classroom teacher to arrange for homework assignments for extended absences. Please allow twenty-four hours advance notice.

Tests or quizzes missed due to an excused absence are to be made up outside of class time. One day for makeup will be given for each day of excused absence.

Semester grades that are marked as incomplete are to be made up by the Friday of the first week of the next semester unless special circumstances warrant an extension.

A student who is suspended from school will be considered absent. Students will be able to access course work while suspended. When the student returns, he/she is responsible for making up the work missed by the deadline established by the teacher. Failure to meet the deadline will result in no credit for that work.

DAILY GRADES

Daily grades are based on several factors – academic knowledge, timelines, preparedness, on task behavior, and cooperative behavior. Employers have indicated that employability is enhanced when individuals demonstrate excellence in each of these areas. Some teachers have built employability skills points into their grading system.

MEDICATION

Consistent with Policy 5330, the office will not administer medication at school without a required medical form from the parent or guardian on file. Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered.. The office documents each date and time that prescription medication is dispensed. Medical forms for prescription and over the counter medication are available online or from the office. All medication (prescription and over the counter) must be picked up by a parent or guardian at the end of each school year. **Anything not picked up will be disposed of each year.**

LOCKERS

Each student will have his/her own locker **upon request** and be covered by the following requirements.

1. No writing is allowed on the outside of the lockers. Any writing must be removed within 24 hours. Failure to do so will result in penalties as outlined in the Code of Conduct.
2. No designs, stickers, etc., are allowed on the outside facing of the locker.
3. Lockers are to be kept locked at all times.
4. Students may only use lockers that are officially assigned to them.

If you have problems with your locker or lock, report it to the office.

5. Do not keep valuables, money or expensive items such as in your locker. Items stored in lockers are the responsibility of the student. It is recommended that valuables not be kept in the lockers.
6. Combinations are issued only to persons assigned to a specific locker. If a student gives his locker combination to another student, he/she may lose his/her locker privileges.

Neither Allendale Public School nor any of its personnel will be responsible for any loss or damage to property stored by a student in his/her locker. Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers. During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

STUDENT DRESS AND APPEARANCE

The way a person looks and acts is a reflection upon the student, school, and community. Students must adhere to the following dress code.

- A. Student appearance should not disrupt the educational process, pose a safety risk, or violate federal, state, or local health or safety laws.
- B. Shoes must be worn within the school building at all times.
- C. Shorts and skirts must be mid-thigh or longer in length.
- D. Shirts and tops must be capable of being tucked in and stay tucked in. Halter tops, tank tops with spaghetti straps, and clothes that show underwear are not acceptable for school.
- E. Hats, visors, and sunglasses are not to be worn inside the school building during instructional hours.
- F. Students may not wear clothing that:
 - is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
 - is obscene, sexually explicit, indecent, or lewd;
 - promotes the use of or advertises illegal substances;
 - incites violence;
 - contains "fighting words";
 - constitutes a true threat of violence; or
 - Is not constitutionally protected

Examples of prohibited clothing and accessories may include symbols that in American society today have been associated with violent events around the country, and which may make students feel unsafe, such as swastikas, the confederate flag, and Antifa.

If the individual student or faculty member feels that another student's dress standards do not meet minimum requirements, they are asked to inform the administration.

Students who come to school incompletely or inappropriately dressed or groomed will be asked to correct the situation immediately. This may involve being sent home. In such cases time missed is unexcused.

Performing group directors, athletic coaches, and cooperative training employers may establish stricter policies for those under their directions.

POLICY FOR STUDENTS WHO FAIL TO MAKE ACADEMIC PROGRESS

Online Courses: Students who fail or underperform in an online class must have administrative approval before taking another online course.

STUDENTS WHO RECEIVE AN INCOMPLETE

In certain situations students may not be able to complete a semester class or classes. In these cases students may receive an incomplete or "I" in the class. Students will have three weeks from the end of the class to finish the requirements to receive credit. If the student fails to do so, the "I" will become a failing grade. If an extenuating circumstance exists the administration will review the case.

CLASS PLACEMENT

1. Students who receive a D or an F in a core subject in the 8th grade will take that class in the A term of the ninth grade year.
2. Eighth graders who take a class in middle school for high school credit must receive a C+ or higher in order to receive high school credit.

REPORT CARDS

Report cards will be sent electronically at the end of each semester. If parents/guardians do not have means to accept electronic versions a paper copy will be mailed.

CAFETERIA EXPECTATIONS

Students are expected to:

1. Return all utensils / trays to the window and all waste to the trash receptacles before leaving.
2. Keep tables and floors clear of litter.
3. Refrain from taking "cuts" in the lunch line.
4. Keep the area outside of the cafeteria clean.

To access lunch money on deposit, students must have their ID cards. Memorized ID numbers and phone numbers take additional time to input and create the potential for students to access other students' accounts inappropriately.

Violations of cafeteria regulations may result in warnings, assignments to after school detention, suspensions, and/or other disciplinary actions.

BUS AND TRANSPORTATION

Bus drivers are responsible for the safety and discipline of riders. Because of the extreme seriousness of poor bus conduct, students who demonstrate improper behavior on buses will be denied the use of bus transportation. A permit from the principal's office is needed to ride another bus, to get off at a different place than regular, or for a non-rider to ride a bus.

FIELD TRIPS

In order for a student to go on a scheduled field trip, he/she must have a permit signed by a parent or guardian before the trip. If a student forgets a permission slip, telephone calls to parents will not be acceptable. We must have a signed permission slip on file for any student who goes on a field trip. It is the responsibility of the sponsor of the trip to see that students are given these slips and that they are returned.

Attendance rules apply to all field trips. All regulations governing students, including this Student Handbook, apply during field trips.

VISITORS

Because having visitors in school is often more of a disruption than a benefit, they will not be allowed to attend classes unless the principal and the teacher(s) in the affected classes give written permission in advance. Young children are not allowed as visitors. All visitors must register in the office where a visitor's pass will be issued.

The District reserves the right to deny visitor access for any lawful reason, including to prevent disruption to the educational process or to ensure student safety.

WORKING PERMITS

Anyone under the age of 18 must obtain a work permit, in accordance with Michigan law, from your employer or from the high school office.

STUDENT COUNCIL

This organization governs student affairs. The Council shall be composed of each grade's class officers plus representatives per class elected to serve on Student Council.

Purpose of Student Council

1. To provide students with experiences in the democratic process.
2. To promote harmonious relations between students, faculty, administration, and other schools.
3. To improve school morale.
4. To develop experienced, educated, citizens concerned with government.
5. To promote the school's general welfare.

Annual Projects may include:

1. Activities promoting school spirit and academics.
2. Activities involving local charities.

TEXTBOOKS

Textbooks are furnished to you by the school. Students will get texts from teachers when classes first meet. These books are the property of the school and any damage or misuse given them must be paid for by the students, in accordance with Board Policy.

LOST AND FOUND

Whenever you lose an article, leave a description of it at the office. If you find an article lost by someone else, leave it with your name at the office. Mark your belongings for identification.

LOCKER ROOMS

Many students from other schools will be using them during the year. Their impressions of our school will be decided in part by the appearance and general condition of these rooms. It will require the cooperation of all who use these rooms to keep them in good condition.

Laptops are not allowed in the locker rooms under any circumstances.

Lockers and combinations are available and will be assigned by the P.E. teachers and athletic coaches.

PERSONAL COMMUNICATION DEVICES

Students are allowed to use cell phones in the hallways, during lunch, and during passing times as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Cell phones, however, should be turned off and put away during class times. Teacher discretion may allow for some classroom use, but any classroom policy regarding cell phones should be followed. Any inappropriate use of a cell phone by a student will result in disciplinary action, up to and including suspension and possible recommended expulsion. Those who violate classroom policy will have the cell phone confiscated, to be returned at the discretion of administration.

DISPLAY OF AFFECTION

Allendale Middle School will not condone excessive displays of affection. Displaying of affection at Allendale Middle School and its school events should be limited to simple hand holding. Violation of this policy will result in disciplinary action up to suspension.

ATHLETICS AND EXTRA/CO-CURRICULARS

Participation in athletics and extra/co-curricular activities is a privilege, not a right. Administration reserves the right to restrict participation in non-credit earning school sponsored activities for any reason, including behavior, poor academic performance, or attendance. This list includes, but is not limited to drama performances, talent shows, competitions (Science Olympiad, Robotics), etc. Please refer to Athletics & Extra/Co-Curricular Handbook for expectations related to student conduct and potential consequences for violations of this code of conduct.

CODE OF CONDUCT

The primary objective of student discipline and control is to produce an environment in which complete attention may be directed to teaching and learning. Discipline may be defined as the control of conduct by the individual or by external authority. It includes the entire program of adapting the individual child to life in society and involves 3 major emphasis.

1. To guide the student and enhance the immediate efforts of teachers and other pupils in the learning situation and therefore, does not threaten either the classroom or the instruction that is taking place.

2. To assist the student in becoming a responsible, productive, and self-disciplined citizen within the school in preparation for assuming adult responsibilities. At least by the time he/she reaches secondary school age, it is expected that the pupil will assume personal responsibility for his/her own behavior.
3. Allendale Middle School has the responsibility to assist each individual pupil to assume more responsibility for his/her own actions as he/she matures. While it is recognized that youth can be controlled through fear and actual physical force, the purpose of the school is to help students develop self-control and self-discipline.

FOR THIS REASON:

1. Discipline and control must be treated as an individual matter for each pupil. Each student must be dealt with as an individual according to his/her age, maturity, experience, and abilities.
2. The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors, including the student's image of himself/herself, his/her active participation in both curricular and extracurricular activities of the school, his/her motivation to learn and the understanding and support he receives from his/her parents, teachers, and other adults.

3.

The role of teachers and other school employees should be one of guiding students in understanding, establishing, and maintaining these acceptable behavioral standards.

The following 6th-8th grade code of student conduct has been adopted by the Allendale Public Schools Board of Education

1. Parents will be notified of all disciplinary action involving their student that results in a removal from school. Referrals to police and juvenile authorities will be made when appropriate.
2. The provisions of this Code of Student Conduct and the regulations covered in this handbook are in effect at school and at any school activity or event, whether on or off school property.
3. An alternative or supplement to suspension may be offered to students in place of or in addition to suspension. (Examples include counseling and substance abuse programs). Such alternatives or supplements are at the discretion of the administration.
4. Any student that is under suspension (in-school or out-of-school) will not be allowed to attend or participate in any school activity.
5. Certain types of behavior are never appropriate in school or a school-related setting. In addition to such other rules, regulations, standards and guidelines as may be issued by school officials, and/or are inherent in basic concepts of acceptable conduct and behavior, the provisions below are illustrative (but not exhaustive) of prohibited student conduct. Violation of any such rules, regulations, standards, or guidelines, or commission of any of the following violations, may be deemed to be gross misdemeanor or persistent disobedience warranting a student's exclusion, suspension, or expulsion as provided below.

The following, therefore, are illustrative student conduct violations together with the penalties typically imposed for such violations. The list of violations is not exhaustive, and other forms of student misconduct may also result in penalties being imposed. Depending upon the circumstances, the typical penalties may not be imposed in a progressive manner. Therefore, if the circumstances warrant more severe consequences (i.e., where the severity or frequency of the violation(s) or the circumstances under which it/they occurred warrant the same), the penalty imposed may exceed the typical penalties listed.

Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. In accordance with Revised School Code section 1310d (MCL 380.131d), restorative practices are considered in addition to, or in lieu of, suspension or expulsion, when required by law.

VIOLATION	Possible Penalties
Excessive show of affection	Parent contact, detention up to suspension
Skipping	Parent contact, detention, Saturday detention, suspension
Academic Dishonesty (cheating, plagiarizing, etc...)	Placed on the Academic Dishonesty List, failure on test or assignment and parent notification, failure for semester, failure for semester and no credit given for course
Dress code violation Inappropriate revealing clothing, sagging, headwear, accessories, etc.	Change or sent home Detention, Saturday Detention
Use of obscene or profane language verbal, in writing, through caricatures, etc.	Parent contact, detention up to suspension
Directing obscene or profane language/gestures at fellow students or school employees (includes online)	Parent contact, suspension up to expulsion
Misbehavior in the classroom: (Behavior and/or conduct and/or incitement action which results in the disruption of the school students and/or school personnel.)	Parent contact, detention up to suspension
Leaving campus or building without permission	Parent contact, detention up to suspension, loss of driving privileges to school
Insubordination: (refusal to comply with reasonable request of school authorities) or disrespect to school personnel.	Parent contact, detention up to suspension
Threatening Behavior / Bullying: Verbal / written comments or physical actions intended to intimidate, cause fear in another student or	Parent contact, detention up to expulsion, police referral

staff member, or threatening to harm students, staff, or school property.	
Fighting: Physical contact in which two or more parties are active participants which does or could cause bodily harm. Physical contact refers to, but is not limited to, hitting, shoving, pushing, tripping, pinching or spitting	Suspension up to expulsion, police referral
Physical Assault: Student to Student Assault is different from fighting because it does not involve at least two active participants. Assault means striking or threatening students	Suspension up to expulsion, police referral
Physical Assault: Student to Staff or Volunteer Assault is different from fighting because it does not involve at least two active participants. Assault means striking or threatening school employees or volunteers	Parent contact, expulsion, police referral
Possession or use of dangerous weapons, or use of any object which may cause bodily harm or which may be used as a weapon which could inflict bodily harm	Parent contact, police referral and permanent expulsion
Possession of property belonging to others (theft)	Restitution up to expulsion, police referral
Vandalism: Writing on and/or willful destruction or defacement of school property or the property of others	Parent contact, restitution up to expulsion, police referral
Tobacco possession and/or use: (Includes cigarettes, chewing tobacco, cigars, electronic cigarettes, vape paraphernalia, etc.)	Parent contact, suspension and police referral
Controlled Substances: being under the influence of any controlled substance (alcohol, drugs, counterfeit or look-alike and anabolic steroids), and possession or use of any drug paraphernalia, is prohibited, illegal and harmful	Parent contact, suspension up to recommend expulsion and police referral

Controlled Substances: Sale or transfer of any controlled substance (alcohol, illegal drugs, counterfeit or look-alike drugs and anabolic steroids), and sale or transfer of any drug paraphernalia, is prohibited, illegal or harmful.	Parent contact, suspension up to recommend expulsion and police referral
Possession/Use of fireworks or other Explosive materials legal or illegal	Parent contact, suspension up to recommend expulsion and police referral
Arson	Permanent Expulsion, police referral
Bomb Threat	Suspension up to expulsion, Police referral
False Fire Alarm	Suspension up to expulsion, Police referral
Throwing foreign objects at school employees, students, or guest / visitors.	Detention up to expulsion
Food fights	Parent contact, detention up to suspension
The deliberate act of overtly threatening a teacher, other school employee or guest / visitor while on the school premises or at any school approved function	Suspension up to expulsion, police referral
Hall Violation: (In halls without a valid corridor pass, misbehavior, etc.)	Detention up to Saturday Detention
Lunchroom misbehavior: (Leaving, line misbehavior, leaving mess)	Detention up to Saturday Detention
Inappropriate behavior: (Behavior which has the potential to cause injury or bring embarrassment to students or school staff. Includes horseplay, running in halls, etc.)	Detention up to suspension
Forgery (Fraudulent use of school documents)	Saturday detention up to suspension
Unauthorized use of computers: (Tampering with the files, accessing or trying to access other accounts without permission, altering data, misuse of Internet, etc.)	Loss of computer privileges up to suspension

Accessing staff files, email, altering grades and/or attendance data	Loss of computer privileges up to expulsion
Communication devices: (Inappropriate use of a cell phone and other communication devices during school hour)	Confiscations up to suspension
Unauthorized use of cameras/ phones/pictures social media posts/photo sharing	Detention up to suspension, police report
Unlawful Harassment	Suspension up to expulsion, police report
Violation of any Board Policy, including bullying	Detention up to expulsion
On-Campus Criminal Sexual Conduct: Conduct on school property or at a school-sponsored event that rises to the level of criminal sexual conduct, as determined by the District	<ul style="list-style-type: none"> • Notify parent • Notify police • Permanent expulsion from all public schools in Michigan
Off-Campus Criminal Sexual Conduct against another student: Conduct that rises to the level of criminal sexual conduct, as determined by the school; may result in permanent expulsion from all public schools in Michigan	<ul style="list-style-type: none"> • Notify parent • Notify police • Suspension or expulsion • If conduct results in conviction, plea, or adjudication for criminal sexual conduct, mandatory permanent expulsion from all public schools in Michigan

Students who accumulate twenty (20) days of suspension during the academic year will be recommended for expulsion.

Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. If the results indicate a violation of school rules as described in this handbook, the student will be disciplined in accordance with the disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked.

School administration may perform random Breathalyzer screening of students at any elective or optional school sponsored events. This action is in place to ensure the safety of all students. If a student is found to be under the influence of an illegal substance through random Breathalyzer screening or visible evidence, parents will be contacted, and the student will be removed from the activity. The local authorities may be contacted, if deemed necessary by administration.

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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. 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.

Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent 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 Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

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. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) 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.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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.

Prevention/Training/Restorative Practices

The District will utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team")

- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

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 written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld 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.

For further definition and instances that could possibly be construed as: Harassment, see Policy 5517; Hazing, see Policy 5516

GANG ACTIVITY

Gang activity is defined as individual or group behaviors associated with belonging to a band of youths that promote juvenile delinquency which has an adverse effect on the school and learning environment. Students must not engage in gang type behaviors at school, while on school property, or at school- related activities. This includes:

1. Wearing clothing or apparel or altering one's appearance in order to indicate gang affiliation.
2. Wearing jewelry or clothing accessories that denote gang colors or symbols.
3. Displaying hand or body signals that communicate gang membership or gang activity.
4. Displaying gang membership through symbols, tattoos, drawings, graffiti, etc. on one's body, clothing, possessions, vehicles, locker, or other school property.
5. Wearing gang colors.
6. Indulging in gang behaviors, including shouting standoffs, and confrontations with an individual or group.
7. Demonstrating any other activities deemed to be gang related. The administration reserves the right to determine which behaviors, dress or activities are gang related.
8. Possessing weapons, fighting, and/or other violent behavior.

As a general guideline, offenses one through seven above will be initially dealt with by completion of an action plan (including statement of behavior, statement of why the behavior was unacceptable, and a statement of appropriate alternative behaviors), and suspension from school until a parent conference is completed. Additional incidents of offenses one through seven will be dealt with as above but with additional days of suspension to a maximum of ten days or expulsion from school.

Offense eight and other violent actions will be dealt with as prescribed appropriate in the Student Handbook.

STUDENT ACCEPTABLE USE POLICY

Computer, network, and Internet access is a privilege available to students at Allendale Public Schools. Our goal in providing this service is to facilitate learning, promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so students are aware of the responsibilities required to use this technology. Please read this document carefully. Computer use may be revoked if a student does not adhere to the guidelines below.

1. Acceptable Use: My use of Chromebooks, computers, the Internet, technology devices and the school network must be in support of education and research within the educational goals and objectives of Allendale Public Schools. Transmission of any material in violation of any U.S., state, or school regulations is prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. The school network includes the use of school computers, and computer peripherals such as scanners, printers, cameras, as well as the use of school network services such as the Internet, school email accounts, and network file folders. Students should have no expectation of computer privacy, as the school may monitor computer, e-mail, and Internet use. Students may also request permission to use personal technology devices on the school's network at appropriate times.

2. Personal Responsibility: As a member of my school community, I will accept responsibility for proper use of school technology and for reporting any misuse of technology. My use of school technology will meet the guidelines below:

- I will respect the privacy and dignity of students and teachers at all times and I will not use another user's password.
- I will use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
- I will respect school equipment; I will not vandalize or maliciously use the equipment.
- I will only use software that is pre-approved by Allendale Public Schools.
- I will not attempt to add software to the computer.

3. Internet Safety: The Internet provides opportunities to access new resources, but it also provides unique risks to students. Allendale Public Schools provides filtered access to the Internet on all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:

- I will not give out on the Internet personal information such as my full name, phone number, or address.
- I will not give out on the Internet personal information about someone else such as his or her name, phone number, or address.
- I will not correspond or meet with someone through the Internet without the pre-approval of a teacher.
- I will only access or download sites appropriate for school classes or activities.
- I will immediately report any technology use that makes me uncomfortable or violates school policies.

4. Email Safety: Electronic mail (e-mail) also provides new opportunities for students, but it too requires careful use. I will follow the guideline below when using school computers or school email accounts:

- I will only use a school provided email account when using email at school.
- I will not use IM and chat during school hours without permission.
- I will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school provided email account at school or another location. Allendale Public Schools actively filters and monitors school provided student e-mail accounts regardless of whether the account is accessed from school or another location, and may view messages sent through school provided email accounts.

5. Chromebook Use: The school's 1-1 Chromebook program is a bold move, providing students new opportunities to learn and enhance their education.

- Use of the school owned Chromebook remains a privilege. This privilege can be taken away.
- Use of the Chromebook must abide by all school policies at all times regardless of location.
- The Chromebook handbook contains specific policies and guidelines.

LAPTOP FREE ZONE

Under no circumstances should a laptop be brought into the locker room. The school cannot guarantee the safety of the laptop in that facility. Any student who disregards this policy and has damage or theft involving his/her laptop will be required to pay the full deductible amount for the replacement laptop.

DISCIPLINARY ACTION:

Users violating any of these Rights and Responsibilities will face disciplinary action.

Users violating any of these Rights and Responsibilities will immediately be banned from using school hardware and telecommunications software until a meeting is held with the building principal and Technology Director. Depending upon the seriousness of the violation the user may be banned from the use of technology and receive additional disciplinary action such as suspension from school or criminal prosecution.

Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

Users who wish to continue using school hardware, software, and Internet access will be required to attend additional training sessions in the use of these technologies.

Abuse involving personal technology devices will result in the loss of privileges to use personal technology devices.

Users violating any of these Rights and Responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

CLASS REMOVAL, SUSPENSION, AND EXPULSION

Due Process

The Board recognizes exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without appropriate due process since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct disruptive to the learning environment and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights described in Policy 5611 and AG 5610 must be observed. The principal shall check to make sure the student is not classified as disabled under Section 504. Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under Federal law.

For purposes of this policy, suspension shall be either short-term (not more than ten (10) days) or long-term (for more than ten (10) days but less than permanent expulsion) removal of a student from a regular District program. The Superintendent may suspend a student for a period not to exceed ten (10) school days.

For purposes of this policy, unless otherwise defined in Federal and/or State law, expulsion is defined as the permanent exclusion of a student from the District. Students who are expelled may petition for reinstatement as provided below.

Emergency Removal or Short-Term Suspension

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or s/he may be given a short-term suspension by the Superintendent. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will be entitled to the process for short-term suspensions outlined in AG 5610. A student removed from the same class for more than ten (10) days will be entitled to the process for long-term suspensions outlined in AG 5610. The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

Long-Term Suspension or Expulsion

Due process set out in Policy 5611 and AG 5610 shall be followed in all circumstances in which a student may be expelled or suspended for a period of more than ten (10) days.

The administration may recommend to the Board Discipline Committee a long-term suspension or that a student be expelled.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed. In determining whether a student is to be suspended or expelled, District Administrators shall use a preponderance of evidence standard.

Saturday Detention

Students who are assigned Saturday detention will report promptly to the designated area by 8:00 a.m. Saturday detention will last from 8:00 a.m. until 11:00 a.m.

- There are no electronic devices allowed in Saturday School unless pre-approved for school use only. (Cell phones, laptops, iPods, video games, etc.)
- Students are expected to sit quietly and work on homework or read.
- Students who refuse to cooperate in Saturday detention will be suspended.
- If a student does not report for an assigned Saturday detention he/she will have one day out-of-school suspension on the following Monday. The student will also be required to serve the Saturday detention during the next scheduled Saturday detention.
- If a student continues to miss the assigned Saturday detention they will acquire an added day of suspension for each time they miss. The student will still be required to serve the Saturday detention.

CONCUSSION POLICY

If any student sustains a head injury during school hours, parental contact will be made and the student will be sent home as soon as possible. Students will not be permitted to participate in any physical activities until the school receives positive notification from a physician.

Student-athletes should refer to the Athletic Handbook for more specific details regarding concussions in interscholastic sports.